

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

March 29, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Gervais, Dunn, Mastrococco, Lederman, Lazar)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of February 22, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
 - B) New CD and Redeem and Reinvest CD
6. New Business
 - A) ABM, Barbara E. Long, Bldg. #91-1B, Window Replacement
 - B) ABM, Donald F. Dunn, Bldg. #93-2J, Bathroom Renovation
 - C) Approve PPD Proposal dated 3/8/17 for \$8,050 for new heat pump and air handler at Bldg #92
 - D) Approve refreshments for Annual Meeting
 - E) Approve PPD Maintenance Schedule
 - Semi-Annual Smoke Detector Replacement - \$38 each
 - May/November Storm drain cleaning - Time/Material
 - May/November Catch basin clearing - Time/Material
 - November Underground drain line clearing - Time/Material
 - F) Approve sending new "Who Pays" document to owners to be on the Annual Meeting Agenda
 - G) Approve H & H pressure wash surface of entrance way at Bldg. # 93 and caulk cracks for \$250
 - H) Approve PPD to provide and install concrete pad and 5' teak bench, prepped, stained, and sealed at Bldg. #89 for \$1,300.00.
 - I) Approve two 18"W x 24" H letter boards from Global of Buford, GA including freight for \$404.23 for Bldg. #93 and #94
 - J) McFall & Berry - Grounds

7. Unfinished Business - Update Reports

- A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
- B) Sight Distance Area at Elkridge Way
- C) Bike Rack
- D) Paint Floor At #88 Side Entrance and Under Mat at #91 Rear Entrance
- E) Elevator Carpet 56" x 81" for Bldg. #88
- F) Washing walls/touch up walls
- G) Door Mat for Bldg. #93, ordered and should be delivered soon
- H) CCOC Annual Report of Renters

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - April 26, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - April 19, 2017, Sullivan Room, 1:00 p.m.

Annual Meeting - May 3, 2017, Maryland Room, 2:00 p.m.

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

February 22, 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, February 22, 2017 at 1:00 p.m.

Directors Present: John Gervais, President; Rita Mastrorocco, Secretary; Janet Lazar, Director; John Dunn, Treasurer

Absent Directors: Richard Lederman, Vice President

Management: Jolene King, Asst. GM, Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors: Larry Damsky, Charles Middleton, Jude Howard, Kristin Doherty, David Reeve, Clayton Lewis, Lawrence Damsky, Marion Rosenberg, Marion Bedell, JoAnn Grant

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 Ms. King. All questions and comments were responded to by Ms. King.
4. Approval of Minutes of January 25, 2016 – The minutes of the regular meeting held on January 25, 2017 were approved as edited. Section 6C on page 2 was changed to state; Direct letter be sent (by 2/15/17) notifying membership of May 3, 2017 Annual Meeting and seeking 4 Directors- 3 for a three-year term and 1 for a one year term.
5. Treasurer’s Report – Mr. Dunn reported that the Mutual had a budget shortfall of \$20,432 and four units delinquent in monthly assessments; one is 30 days overdue, the others are current month only.

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 \$1,500.00 to Malvin, Riggins & Company; Invoice #100005900, (Dated 01/31/17) for professional services rendered to date in connection with the annual audited financial statements for the year ended December 31, 2016.

Resolution #89, 2/22/17

Mutual 19B Board of Directors approved payment of \$319.76 to LWMC Insurance for water damage clean up at 15210 Elkridge Way Unit 3-J. Dated 11/16/2016.

Resolution #90, 2/22/17

Mutual 19B Board of Directors approved to seek reimbursement of payment in the amount of \$319.76 from owner at 15210 Elkridge Way, Unit 3-J for water damage clean up services. Dated 11/16/2016.

Resolution # 91, 2/22/2017

6. New Business-

- A. ABM-Charles Middleton, Jr. #91-1C- After Discussion, Upon motion duly made and seconded, the board approved ABM submitted by Mr. Charles Middleton, Jr. at 15210 Elkridge Way, Unit 1-C modification to window/patio/skylight.

Mutual 19B Board of Directors approved ABM submitted from Mr. Charles Middleton Jr., at 15210 Elkridge Way, Unit 1-C modification to window/patio/skylight. Work performed by B.T. Window & Doors contracting company.

Resolution #92, 2/22/2017

- B. Request PPD Inspect Heat Pump Bldg.# 92- Mr. Gervais stated the heat pump in building #92 is malfunctioning and seeking Physical Properties Department to inspect and report back to the Board of the recommendation of the status of what if any repairs or replacement is needed.

Upon motion duly made and seconded, the Board moved to ask Roberta to contact Physical Properties Department, to have them inspect the heat pump and the compressor at building #92 and determine their condition, operational status and recommendation as to whether any repairs or replacement is necessary.

Resolution #93, 2/22/2017

- C. Annual Meeting moved to Maryland Room; Clubhouse I- Mr. Gervais informed everyone that the Annual Meeting schedule for May 3, 2017 has been moved to the Maryland Room Clubhouse I.

7. Unfinished Business-Update Reports

- A. PPD Unfinished Items- Mr. Gervais's report included: (1) The Canopy project on bldg. #90 will begin by the end of next week. (2) Updates are needed on the exterior holes being filled at bldg. #89. (3) Orkin also recommended that the Mutual get the mice holes in the interior filled. (4) Elevator at bldg. #91 was not leveling properly; Mrs. Austin stated that the elevator has been working properly. (5) Clay Kenney to inspect bldgs. #90 & # 92 roofs. (6) Work order for the exit light of the front door of bldg. #91; Mrs. Austin stated it has been completed as well as the work order for the emergency light.

Upon motion duly made and seconded, the Board moved to contract with Clay Kenney to take advantage of the offer to inspect free of charge the roofs, siding, gutters, facia of bldgs. and to authorize up to \$500.00 to be spent for needed repairs for each building.

Resolution # 94, 2/22/2017

- B. PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco logs, Eldridge Drainage- Mr. Gervais reported that the Mutual is awaiting information from the Physical Properties Department.

- C. Preventive Maintenance Proposal- Mr. Gervais reported that a new contract was submitted, which was lowered from \$40,384 to \$28,504. The Board agreed to revisit at the next meeting with the provision changes.

Upon motion duly made and seconded, the Board moved to be provided with a revised contract from PPD and present to the board.

Resolution # 95, 2/22/2017

- D. "Who Pays List"- Mr. Gervais stated that this will be revisited at the next board meeting.
- E. Elevator Carpet, New Directories for Bldg.# 93 & #94, Doormat for Bldg.#93, Bike Rack Price, Park Bench Price, Park Bench Status, Paint Floor at Bldg.#88 Side Entrance and under Mat at Bldg.# 91 Rear Entrance- Mr. Gervais stated that these items are still pending.
- F. Stair Treads for Bldg. #93 & #94- Mr. Gervais stated that this project was completed.
- G. Removal of Stump at end of Elkridge Way- Mr. Gervais stated that this project was completed.
- H. Sight Distance Area at Elkridge Way- Mr. Damsky stated that is has been approved.
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 3:15 p.m.
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.

Rita Mastrorocco, Secretary

UNAUDITED

JOHN GERVAIS
PRESIDENT
MUTUAL 19B

Mutual 19B

Bank of America Operating Account
CASH ACTIVITY REPORT

February 28, 2017

Balance Forward

\$150,671.99

Total Receipts (See Attached)

\$107,606.31

Total Disbursements (See Attached)

(\$118,845.09)

Cash Balance

\$139,433.21

MUTUAL 19B
CASH INVESTMENTS
February 28, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							139,433.21	139,433.21
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	0.99%			144,729.56	80,498.83	13,264.76		238,493.15
	CAPITAL ONE BANK	0.30%			127,270.51	222.20			127,492.71
100003	B OF I FEDERAL BANK	0.80%			244,073.68				244,073.68
100016	CONGRESSIONAL BANK	0.70%			48,190.68	47,584.92	8,563.35		104,338.95
CERTIFICATES OF DEPOSIT									
100013	SONABANK*	1.00%	100,003.29	07/18/2017	100,003.29				100,003.29
100011	SONABANK	1.25%	103,356.60	08/08/2017	104,009.60				104,009.60
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,582.72				51,582.72
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100014	FIRST INTERNET BANK OF INDIANA	1.35%	150,000.00	11/07/2018	152,878.35				152,878.35
100018	SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	153,653.80				153,653.80
100017	EVER BANK	1.60%	100,696.94	10/03/2019	101,352.64				101,352.64
	DUE TO FROM:				952.99	(2,223.05)	0.00	1,270.06	
TOTAL					1,378,697.82	126,082.90	21,828.11	140,703.27	1,667,312.10

*One free withdrawal penalty after the first year

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
106,911	106,911	213,822	213,822	0
1,200	754	2,581	1,508	1,073
45	0	120	0	120
4,239	0	9,881	0	9,881
<u>(24,117)</u>	<u>(23,671)</u>	<u>(48,411)</u>	<u>(47,342)</u>	<u>(1,069)</u>
88,278	83,994	177,993	167,988	10,005
88	88	175	176	1
1,500	2,200	1,500	2,200	700
4,298	4,298	8,596	8,596	0
272	256	542	512	(30)
900	976	1,800	1,952	152
<u>97</u>	<u>0</u>	<u>97</u>	<u>0</u>	<u>(97)</u>
7,154	7,818	12,710	13,436	726
1,499	1,500	2,999	3,000	1
0	333	0	666	666
51	292	1,606	580	(1,026)
832	333	1,583	666	(917)
0	83	0	166	166
0	83	0	166	166
0	167	5,407	330	(5,077)
160	1,333	160	2,666	2,506
<u>176</u>	<u>176</u>	<u>352</u>	<u>352</u>	<u>0</u>
2,718	4,300	12,107	8,592	(3,515)
3,615	4,200	8,918	9,100	182
0	(779)	0	(1,686)	(1,686)
17,683	21,600	43,406	46,800	3,394
0	(1,883)	0	(4,082)	(4,082)
<u>5,060</u>	<u>7,531</u>	<u>14,466</u>	<u>15,063</u>	<u>597</u>
26,358	30,669	66,790	65,195	(1,595)
0	167	0	330	330

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/28/2017

CURRENT PERIOD	MONTHLY	YTD		
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
0	208	0	416	416
0	375	0	746	746
199	0	223	0	(223)
0	0	261	0	(261)
288	0	437	0	(437)
0	0	74	0	(74)
3,707	0	6,194	0	(6,194)
0	0	2,604	0	(2,604)
45	0	90	0	(90)
4,239	0	9,881	0	(9,881)
40,469	43,162	101,488	87,969	(13,519)
7,006	6,384	13,925	12,767	(1,158)
2,672	2,564	5,269	5,129	(140)
2,227	2,138	4,453	4,274	(179)
0	(130)	0	(262)	(262)
186	181	371	357	(14)
(371)	(544)	(742)	(1,087)	(345)
408	126	854	252	(602)
1,394	1,394	2,793	2,793	0
1,744	1,634	3,488	3,266	(222)
6,494	6,510	12,988	13,020	32
1,039	1,044	2,078	2,084	6
4,824	4,954	9,834	9,907	73
742	544	1,484	1,087	(397)
779	876	1,559	1,748	189
186	210	371	420	49
111	111	223	226	3
248	248	494	494	0
4,685	4,685	9,371	9,371	0
92	92	189	189	0
116	116	226	226	0
1,283	1,283	2,567	2,567	0
0	546	0	1,092	1,092
35,865	34,966	71,795	69,920	(1,875)

Bad Debt

TOTAL OTHER EXPENSES

RESERVE EXPENSES

03 MR Electrical

05 MR Plumbing

08 MR HVAC

09 MR Gutters

12 MR Building Maint

14 MR Painting

21 MR Elevators

TOTAL RESERVE EXPENSES

TOTAL OPERATING EXPENSES

COMMUNITY FACILITIES

10 Administration

20 Education & Recreation

21 Club House II

22 LW News

25 Food Service

30 Medical Center

40 PPD Management

41 Grounds

43 Trash

58 TV

60 Transportation

65 Security

70 Street Lights

80 Golf Course

81 Pro Shop

85 Comm Call System

90 Snow Reserve

92 Prop Maint Rsv

93 Contg Rsv

94 New Equip Fund

95 Repl Rsv

98 Salary Adjustment

TOTAL COMMUNITY FACILITIES

MUTUAL OPERATING



GENERAL MANAGER'S REPORT

MARCH 2017

COMMUNITY TOPICS

1. Finances –

February financials are targeted to be released, Friday, March 10th.

Preliminary information indicates a deficit in the month of February of approximately \$10,000 - \$15,000.

2. 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.

3. Community Shredding Day – The Community Shredding Day is set for March 18th from 10am-1pm in the Administration Building parking lot.

4. Administration Building –

At the January 2017 Leisure World Community Corporation (LWCC) Board of Directors meeting, a motion was made to suspend moving forward on the planning/development of a new Administration Building and to approve funding, up to \$150,000 to engage the services of an engineering firm to conduct an invasive study of the existing Administration Building. The motion was postponed for action until the February meeting.

At the February meeting of the LWCC Board, the Board voted 21-2, not to engage professional services of an invasive study at a cost of \$150,000.

There will be a Pre-Submission meeting on the new building Wednesday, 3/29 @ 6pm in Clubhouse 2.

5. Kitchen –

The maintenance and repair work underway in the main kitchen of Clubhouse I is on schedule. The major work will be completed on March 10th to allow for appliance re-installation and restocking of kitchen supplies to take place prior to re-opening.

6. New Community Website –

The new Community website is targeted to be launched near the end of March. Management will release updated information on progress.

7. Recruitment

New Hires:

No New Hires

Transfer:

Carol Koendarfer – Property Manager – Creekside

Departures:

Jenefer Vilche – Security Dept

Bittney Woods – Customer Service - PPD

Maxx Kelley – Turnberry Courts - M21

James Voigt – Sanitation Dept - PPD

Imani Marcel – Security Dept

Open Positions:

Administrative Assistant – Turnberry Courts M21

Customer Service Representative – PPD

Recycling Driver – PPD Sanitation/Recycling

Sanitation Driver/Helper – PPD/Sanitation

Golf Professional – Golf Pro Shop

Postal Clerk – (Admin-Post Office)

HVAC Service Technician – PPD

HVAC Foreman (PPD)

Security Guard (2:00 PM – 10:00 PM SHIFT) (S&T)

Security Guard (10:00 PM – 6:00 AM SHIFT) (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver (S&T)

Special Police Officer (S&T)

Filled Positions:

Property Manager – Creekside M27