

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

April 26, 2017  
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Lazar, Lederman, Mastrococco)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of March 29, 2017 Meeting
5. Treasurer's Report
  - A) Invoices for Payment
6. New Business
  - A) 2016 Audit Presentation - Dawn Gaynor, Director of Finance and Accounting
  - B) ABM, Barbara E. Long, Bldg. #91-1B, Tub to Shower Conversion
  - C) July 4th Parade Entry Application
  - D) Clay Kenney - Replace defective wood facia - Bldg #91 for \$810
  - E) Clay Kenney - Repair & Replace damaged plywood and shingles - Bldg #90 for \$800
  - F) Clay Kenney - Replace Damaged gutter on Bldg #91
  - G) 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) Window Washing Status
  - D) Paint Floor At #88 Side Entrance and Under Mat at #91 Rear Entrance
  - E) "Who Pays" - Comments

F) Shampooing Carpets

G) Door Mats for Bldg. #93 and #88 delivered

H) CCOC Annual Report of Renters

I) New bench at #89 and benches

J) Battery Replacement

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - May 31, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - May 24, 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.

March 29, 2017

SULLIVAN ROOM – 1:00 P.M.

Res #96 - #112

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, March 29, 2017 at 1:00 p.m.

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

Management: Kevin Flannery, General Manager; Roberta Carter, Mutual Assistant

Visitors: Larry Damsky, Charles Middleton, Jude Howard, Kristin Doherty, Clayton Lewis, Virginia Austin, Connie Costa, Sigrid Nadeau, Ann Kyeber, Barbara Long, Regina Goldsborough, Sidney Lazar

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 edited. Add Under New Business: K. Window Washing.
3. General Manager’s Report – The General Manager’s Report was presented by Mr. Kevin Flannery. All questions and comments were responded to by Mr. Flannery.
4. Approval of Minutes of February 22, 2016 – The Minutes of the regular meeting held on February 22, 2017 were approved as amended: To add Mrs. Austin to the visitors list and note that Mr. Damsky’s name was duplicated.
5. Treasurer’s Report – Mr. Gervais reported that the Mutual balance forward was \$150,672, receipts of \$107,606, payments of \$118,845 which leaves a cash balance of \$139,433.
  - A. Invoices for Payment- The 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 to Malvin, Riggins, Invoice # 1000060727 dated 3-15-17.....\$1,550.00 Annual Audit, Services to Date, (\$4,150 – 3,050 = \$1,100 left to pay)

**Resolution #96, 3/29/17**

Mutual 19B Board of Directors approved payment of \$1,440.00 to LWMC; Invoice#1304 (Date of Service 12/10/16) in Unit #92-1H, new floor, vanity and reinstalled toilet due to damage from bathroom leak.

**Resolution # 99, 3/29/17**

Mutual 19B Board of Directors approve seeking reimbursement of payment from unit owner 15301 Beaverbrook Court, Building #92, Unit 1H for insurance claim (Date of service 12/10/16) in the amount of \$1,440.00 for new floor, vanity, and reinstalled toilet due to damage from bathroom leak.

**Resolution # 100, 3/29/17**

- B. CD Activity- Mutual 19B of Directors motion authorize the Leisure World Accounting staff to close the Money Market at Capital One Bank and to open a 36-month CD at Sona Bank in the amount of \$127,270.51 plus interest earned for Replacement Reserve and transfer the Maintenance Reserve balance to Congressional Bank.

**Resolution # 97, 3/29/17**

Mutual 19B of Directors motion authorize the Leisure World Accounting staff to redeem amount from Sonabank CD account 10013 with \$100,003.29 from Replacement Reserves and invest plus any interest earned in a Revere Bank 24-month CD with "Bump Up" feature.

6. New Business-

- A. ABM-Barbara Long- After discussion, upon motion duly made and seconded, the board approved ABM submitted by Ms. Barbara Long at 15210 Elkridge Way, Unit 1-B modification to window/patio/skylight.

Mutual 19B Board of Directors approved ABM submitted from Ms. Barbara Long, at 15210 Elkridge Way, Unit 1-B modification to window/patio/skylight. Work performed by Tomasz Bilich, BT Windows & Doors LLC company.

**Resolution #101, 3/29/17**

- B. ABM- Donald Dunn- After discussion, upon motion duly made and seconded, the board approved ABM submitted by Mr. Donald Dunn at 15201 Elkridge Way, Unit 2-J Modification Master Bathroom.

Mutual 19B Board of Directors approved ABM submitted from Ms. Donald Dunn, at 15201 Elkridge Way, Unit 2-J modification to Master Bathroom. Work performed by Leisure World Physical Properties Department. The approval is subject to applicant receiving approval of three closet neighbors.

**Resolution #102, 3/29/17**

- C. Approve PPD Proposal- Mr. Gervais reported that PPD inspected the equipment, they recommended that it be replaced. PPD submitted a proposal to replace the equipment in the amount of \$8,050.00. The Mutuals' Reserve Study suggests that all parts of the heat pump and air handler be replaced in all seven buildings over a period of time. Replacement of a heat pump and air handler was included in the budget.

Mutual 19B Board of Directors moved to approve the proposal with the stipulation that the board President will determine the cost of installing a new refrigerant line and authorize the president to approve that extra refrigerant line up to the amount of \$1,000.00. Otherwise, the board authorizes the president to go ahead with the proposal as is.

**Resolution #103, 3/29/17**

- D. Approve refreshments for Annual Meeting- Mr. Gervais stated that refreshments will be served at the upcoming Annual Meeting on May 3, 2017. Maureen McCleary made arrangements with Perrie LLC for refreshments to be served.

Mutual 19B Board of Directors moved to approve up to \$300.00 for the provided refreshments at the annual meeting on May 3, 2017.

**Resolution# 104, 3/29/17**

- E. Approve PPD Maintenance Schedule- Mr. Gervais stated that as part of the Mutuals' Preventative Maintenance schedule that was approved last month, items were listed on the back of the schedule that needs to be approved.

Mutual 19B Board of Directors moved to approve the following items to the 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**

**Resolution# 105, 3/29/17**

- F. Approve sending new "Who Pays" document to owners to be on the Annual Meeting Agenda- Mr. Gervais stated that a new proposed "Who Pays List" was drafted and submitted to the Board. Mailing of the new proposed "Who Pays List" will be mailed out to owners & renters for their comments and will be discussed at the annual meeting.

Mutual 19B Board of Directors moved to approve the draft "Who Pays List" as amended to be mailed out for feedback and comments.

**Resolution# 106, 3/29/17**

- G. Approve H&H pressure wash surface of entrance way at Bldg. #93 and caulk cracks for \$250- Mr. Gervais stated that entrance way to the building needs to be improved. He spoke with a representative from H&H and his suggestion was to pressure wash the entrance way for the price of \$250.00 and see what the outcome results will be.

Mutual 19B Board of Directors moved to approve H&H Company to pressure wash the entrance Way at Bldg.# 93 and caulk cracks in the amount of \$250.00.

**Resolution# 107, 3/29/17**

- H. Approve PPD to provide and install concrete pad and 5' teak bench, prepped, stained, and sealed at Bldg. #89 for \$1,300.00- Mr. Gervais stated that Bldg.# 89 asked for a new bench at their residence, the Teak benches were considered.

Mutual 19B Board of Directors moved to approve the installation of a pad and 5' Teak Bench; Location to be determine in the amount of \$1,300.00.

**Resolution# 108, 3/29/17**

- 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- Mr. Gervais stated that letter board for bldgs. # 93 and #94 which includes the board and additional letters in the amount of \$404.23 from Global of Buford, GA.

Mutual 19B Board of Directors moved to approve the purchase of two directory boards from Global of Buford, GA in the amount of \$404.23 for bldgs. #93 and # 94.

**Resolution# 109, 3/29/17**

- J. McFall & Berry- Grounds- Ms. Howard submit four landscape proposals to the Board for approval of plantings for this upcoming spring.

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Tree **Proposal #L17075-BR** in the amount of \$4,470.00 to perform landscape work at bldgs.# 89, #90, #91 & #92.

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Tree **Proposal #T17076-BR** in the amount of \$360.00 to take down & remove 2 Kousa Dogwood trees & stumps from front right side of bldg. backfill holes' w/soil then seed at 15301 Beaverbrook Court, Bldg.# 92.

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Tree **Proposal #T17077-BR** in the amount of \$1,980.00, with the condition that Ms. Howard contact McFall & Berry about the viability of the tree at 15201 Elkridge Way, Bldg.#93.

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Tree **Proposal#L17080-BR** in the amount of \$1,098.00 to supply & install Gleditsia triacanthos 'Shade master '(2"-2.5" caliper into location where Bradford Pear trees were removed) at 15201 Elkridge Way, Bldg.# 93.

**Resolution# 110, 3/29/17**

- K. Window Washing- Roberta will get quotes from different companies and report back to the Board.

7. Unfinished Business-Update Reports

- A. PPD Items- Mr. Lederman's report included: (1) Bldg. #89- Exterior holes have been filled/completed (2) All bldgs. trash door sweeps have been completed. (3) Bldg. 88 Unit 3-E needs to be schedule to have an outside structural contractor to evaluate the cracks and unit separation. (4) Bldg. 93 Unit 3-H, bulb replacement has been completed. (5) Bldg. 94, Unit 3G, bug infestation completed/inspection by Orkin on March 6, 2017. (6) Spigot outside trash room door of Bldg. #93, was completed. (7) Elevator malfunction at Bldg.# 91, and light in the elevator was both completed.
- B. PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Way Drainage- Mr. Gervais stated that these projects will be followed up on.
- C. Slight Distance Area at Elkridge Way- Mr. Damsky reported that it will be installed.

- D. Paint Floor at Bldg. # 88 Entrance and Under Mat at Bldg. #91 Rear Entrance- After discussion, Board approved the president to move forward with the purchase of one 10' x 3' runner for bldg. # 88.

Mutual 19B Board of Directors moved to approve the Board President to purchase one 10' x 3' runner for bldg. #88

**Resolution# 111, 3/29/17**

- E. Washing Walls/touch up walls- Roberta will follow up with Stansbury
- F. Door Mat for Bldg. #93, ordered and should be delivered soon- Mr. Gervais stated that this project was completed and waiting for delivery.
- G. CCOC Annual Report of Renters- Roberta will follow up with the Board.
8. Leisure World Board of Directors Report- Mr. Gervais reported that the Board approve the MLK Day as a federal holiday for the staff of Leisure World.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- Mr. Damsky's reported included: (1) New street signage will be installed at the corner of Elkridge Way and Leisure World Blvd. (2) The Administration Building project is awaiting approval from Montgomery County.
- B. Restaurant- Ms. Mastrorocco's report included: (1) Clubhouse Grille will be open on April 5<sup>th</sup> for full service and will have an undated menu. (2) New appliances were installed in the kitchen. (3) The restaurant still has open reservations for Easter holiday, Mother's Day and the Crab Fest.
- C. Education & Recreation- Ms. Lazar's report included: (1) The Fitness Center is now under construction. (2) The lift for the lap pool and rails are being installed for the physically impaired residents. (3) The new stage floor for the Auditorium was approved. (4) The new resident orientation was March 16, 2017 and another in June. (5) April 22<sup>nd</sup> is the Spring Flee Market event.
- D. Physical Properties Department- Mr. Lazar's report included: (1) Leisure World Blvd. is in the process of being resurfaced in the next three- four years. (2) Stansbury Cleaning services is up for a new contract renewal.
- E. Health- There was no report at this time.
- F. Tennis- There was no report at this time.
- G. Landscape- Mr. Gervais's report included: (1) Montgomery County will donate 6 more trees to Leisure World. (2) McFall & Berry will plant a pollinator garden in Gleneagles Park this spring, it will be completely organic. (3) Beneficial insects such as Lady Bugs and Praying Mantis will also be released. (4) At Magnolia Park, across from Mutual 19B, one more magnolia will be added. Also, more hellebores will be added to the fenced conservation garden.

10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.

11. Unit Owners –

A. Mr. Gervais stated that Ms. Evelyn Levine has decided to set down as the Bldg. Rep for # 93. Ms. Sigrid Nadeau was appointed as the new bldg.# 93 Rep.

Mutual 19B Board of Directors moved to approve Ms. Sigrid Nadeau as the new bldg. Rep for Bldg.# 93

**Resolution# 112, 3/29/17**

B. Mr. Dunn reported that there is a resident that has a bird feeder and its flowing below onto other residents' balcony/patio, which is bad for rodents. Bird feeders are not allowed in the Mutual.

C. Mrs. Austin stated that there is a Teak Bench at Elkridge Way that needs to be restrained, Roberta will contact PPD.

12. Open Forum- None.

13. Adjournment- The meeting adjourned at 3:35 p.m.

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

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

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

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Rita Mastrorocco, Secretary



## **GENERAL MANAGER'S REPORT**

**APRIL 2017**

### **COMMUNITY TOPICS**

#### **1. Finances**

In the month of March, operations realized a surplus of approximately \$4,000.00.

Operations ended the first quarter of the year with a deficit of approximately \$19,500.00 in contributions.

In the first quarter, there were 88 property transfers that generated approximately \$331,000.00 in contributions.

As of the end of the first quarter, the balance in the Facilities Enhancement Fund was approximately \$4,387,000.00.

#### **2. Administration Building –**

The next step in the MNCPPC (Park and Planning) submission process is to meet with the Lead Reviewer and staff to present the project, discuss steps taken to date in accordance with the regulations and determine the required filing documentation.

Based on this meeting, we will finalize the required documentation and submit electronically to MNCPPC. Submission needs to be within 90 days of the Community Meeting that took place on March 29, 2017. We intend to file as soon as possible.

#### **3. Medical Center Update –**

The Operating Agreement and Lease with Medstar will be presented to the Health Advisory Committee at their regularly scheduled meeting on April 19<sup>th</sup>. The Committee's recommendation will move forward to the LWCC Board of Directors for their April meeting.

4. Insurance Renewal –

LWMC Management met with both the insurance broker and representatives of the Travelers Insurance on April 5<sup>th</sup>. Renewal premiums will be provided by 5/31/17.

5. Clubhouse Grille –

Spring hours of operation are Wednesday thru Saturday 4:00p.m. to 10:00p.m.  
Sunday brunch will be announced later this month.

6. Clubhouse 1/outdoor pool -

Work on the outdoor pool will be scheduled for late April/early May.

7. Comcast billing-

Comcast has confirmed to LW management that credits for billing errors will be applied back to the start date of the overcharge.

Additional information on this topic will be published when received from Comcast.

8. Recruitment

**New Hires:**

Richard Rosenthal – Golf Professional – 0810(Golf Pro Shop)

Eric Lewanda – Customer Service Representative - 0401

**Departures:**

Dontay Hines (Sanitation)

Rita Curtin (E&R)

Russell Haak (Montgomery Mutual)

**Open Positions:**

Property Maintenance Coordinator – Montgomery Mutual

Building Engineer – Fairways South

Recycling Driver – PPD Sanitation/Recycling

HVAC Service Technician – PPD

HVAC Foreman (PPD)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver (S&T)

**Filled Positions:**

Golf Professional – Golf Pro Shop





MUTUAL 19B  
CASH INVESTMENTS  
March 31, 2017

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							142,487.69	142,487.69
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ACCESS NATIONAL BANK	0.99%			144,851.93	80,566.89	13,275.97		238,694.79
CAPITAL ONE BANK	0.30%			127,302.94	222.26			127,525.20
100003 B OF I FEDERAL BANK	0.80%			244,250.27				244,250.27
100016 CONGRESSIONAL BANK	0.70%			63,896.87	44,755.77	9,402.30		118,054.94
<b>CERTIFICATES OF DEPOSIT</b>								
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	104,109.34				104,109.34
100012 SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,637.16				51,637.16
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	153,823.62				153,823.62
100017 EVER BANK	1.60%	100,696.94	10/03/2019	101,489.60				101,489.60
<b>DUE TO FROM:</b>								
				1,119.34	0.00	0.00	(1,119.34)	
<b>TOTAL</b>				<b>1,395,362.71</b>	<b>125,544.92</b>	<b>22,678.27</b>	<b>141,368.35</b>	<b>1,684,954.25</b>

\*One free withdrawal penalty after the first year