

**REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
April 27,2016
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 March 30, 2016**
- 5. Leisure World Board of Directors Report**
- 6. Treasurer's Report**
 - A. Payment of Invoices**
- 7. Unfinished Business – Update Reports**
 - A. Status – Final Audit**
 - B. Response to Delayed Damage Charges**
 - C. Status of Cleaning of Dryer Vents**
 - D. Status of Window Washing Vents**
 - E. Status of Mailing of Proposed Changes to the Rules**
 - F. Status of Painting of Trash Room and Exterior Doors**
- 8. New Business**
 - A. Reserve Study**
 - B. Stairwells – All Buildings**
 - C. McFall & Berry Proposal**
 - D. ABM – Nadeau**
- 9. Advisory Committee Reports**
- 10. Building Representatives**
- 11. Unit Owners**
- 12. Open Forum**
- 13. Adjournment**
- 14. Next Regular Meeting - Wed. May 25, 2016 at 1:00 P.M. Chesapeake Room, CH I
Annual Meeting - Wed. May 25, 2016 at 2:00 P.M. Chesapeake Room, CH I**

GENERAL MANAGER'S REPORT

April 2016

COMMUNITY TOPICS

1. Finances –

At the March meeting of the LWCC Board of Directors, the Board took action approving returning of the 2015 operating surplus of approximately \$155,000 back to the Mutuals. The refund checks will be distributed the week of April 11th.

As of February 29, 2016, the year-to-date operating surplus was approximately \$20,000.

March financial statements are targeted to be released the week of April 11th.

In the first three months of 2016, there have been 74 property transfers, generating approximately \$254,000.00 in contributions.

2. FEP Update -

Fitness Center -

Site layout, submittals, finalizing permitting paperwork will start this month. Site work will begin in May.

North wing of Clubhouse I –

Complete the Terrace Room first week of May.
Start Cascade Bistro/Maryland Room third week of May.

PPD Customer Service area–

Demolition is complete on Phase I.
Completion of project targeted for June 2016.

3. Tech Committee –

The committee will submit their Strategic Plan to the Board of Directors at the April meeting.

4. Shredding Day –

Community Shredding Day will be held on April 30th, from 10 a.m. to 1 p.m., in the Administration parking lot.

5. Outside Contracting Services –

Please be advised that, effective April 4th, Victoria Valentine will be providing services as an independent contractor to the Leisure World of Maryland Corporation. Services

will include assisting in the transition of the Leisure World News and supporting Public Relations.

6. **Annual Meetings** –

The following annual meetings will be held in the month of April:

Mutual	Date	Time	Location
M9	4/4/16	2:00 pm	Chesapeake Room
M8	4/14/16	2:00 pm	Baltimore Room
M10	4/19/16	12:30 pm	Activities Room
M13	4/19/16	3:30 pm	Crystal Ballroom
M11	4/20/16	6:30 pm	Chesapeake Room
M12	4/21/16	10:00 am	Potomac Room
M19A	4/25/16	2:00 pm	Exercise Room (CHII)
M14	4/28/16	3:00 pm	Baltimore Room

7. **Personnel Changes** –

NEW HIRES FOR FEBRUARY

Emily Ramsey – Security Guard
Christopher Swift - Security Guard
Maureen Freeman – Senior Editor
Sidney Peters – Maintenance Assistant
Isaac Daniels – Security Guard
Victor Aquino - Security Guard
Ruth Eaton-Martinez - Administrative Assistant – Fairways South 17A

NEW HIRES FOR MARCH

Miguel Cabral – Maintenance Assistant
William Tucker – HVAC Mechanic

TERMINATIONS

Ruth Eaton-Martinez - Resignation
Victoria Valentine - Resignation
Marquerita Moorer - Resignation

RECRUITMENT

OPEN POSITIONS:

Administrative/Mutual Assistant - Administration
Administrative/Trust Assistant – Administration
Assistant Editor – Leisure World News
Building Engineer – Fairways South
Golf Course Attendant – Golf Pro Shop
HVAC Foreman – PPD
HVAC Technician – PPD
Maintenance Assistant – The Greens 20A
Special Police Officer – Security and Transportation

FILLED POSITIONS

Senior Editor
Temporary Carpenter
HVAC Mechanic
Security Guard

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.
MARCH 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, March 30, 2016 at 1:00 p.m.

Directors Present: Janet Lazar, President; Rita Mastrorocco, Sandra Broadhurst, John Gervais, & Larry Damsky, Directors.

Director Absent: John Dunn, Treasurer; Virginia Austin, Secretary.

Management: Jolene King, Assistant General Manager; Marygrace Serra, Recording Secretary.

Visitors: Marion Bedell, Marian Rosenberg, Kristen Doherty, Connie Costa, Jane Gervais, Sigrid Nadeau, Jude Howard, Ann Kyber, Clayton Lewis, Kina Merdinian.

1. Call to Order – Mrs. Lazar called the meeting to order at 1:06 p.m.
2. Approval of the Agenda – The agenda was approved with the addition of the following items: and New Business – Annual Meeting Refreshments.
3. General Manager's Report – The General Manager's Report was presented by Mrs. King. It was received, noted and made a part of the record.
4. Approval of Minutes of February 24, 2016 – The minutes of the regular meeting held on February 24, 2016 were approved as presented.

5. 2015 Audit Report- Dawn Gaynor, Director of Leisure World Accounting, and two representatives from Malvin, Riggins, & Comp. P.C presented the 2015 Audit Report.

Upon motion duly made and seconded, the Board agreed to:

Accept the 2015 Audit Report as presented by Dawn Gaynor and the representaties from Malvin, Riggins, & Comp. P.C

Resolution #103, 3/30/16

6. Leisure World Board of Directors Report – Mr. Damsky presented the report from the Leisure World Board of Directors' Meeting.
7. 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.
 - a) Payment of Invoices - Upon motion duly made and seconded, the Board agreed-

To approve payment of the following invoices:

\$2,500.00 to Malvin, Riggins & Co. for 2015 Audit; Invoice #1000049454.

Resolution #100, 3/30/16

b) Payment of Insurance Claims- Upon motion duly made and seconded, the Board agreed-

To approve payment of the following Insurance Claims:

\$705.06 to LWMC for water clean-up and sanitization caused by toilet overflowing in #88-3H on 1/31/16; LWMC Insurance Claim.

Resolution #101, 3/30/16

To request reimbursement of \$705.06 from the unit owner (#88-3H) to Mutual 19B for water clean-up and sanitization caused by toilet overflowing in #88-3H on 1/31/16.

Resolution #102, 3/30/16

8. Old Business

a) Proposals for Cleaning the Dryer Vents- Upon motion duly made and seconded, the Board agreed-

To approve the proposal from Physical Properties to Clean the Dryer Vents in Mutual 19B for \$15,960.

Resolution #108, 3/30/16

b) Status of Board's Request for Window Washing Proposals- The Board would like to table any further discussion regarding the window washing proposals until the next meeting in April.

c) Status for Board's Request for Mailing of Proposed Changes to the Rules- Upon motion duly made and seconded, the Board agreed-

To approve send out the proposed rule changes to the residents of mutual 19B with the Annual Meeting Notice, with a cover letter stating what is in the envelop.

Resolution #104, 3/30/16

d) Approval to Adopt the Reserve Study- Upon motion duly made and seconded, the Board agreed-

To approve the Reserve Study as presented by the Reserve Advisors.

Resolution #105, 3/30/16

9. New Business

- a) Applications for Building Modifications: Upon motion duly made and seconded, the Board agreed to approve the following ABM'S:
- i. Request for Installation of Patio Windows at 93-3H (Nadeau).
 - ii. Request for Kitchen Renovation at 93-3C (Finnin).
 - iii. Bathroom Renovations at 91-2C (Austin).

Resolution #106, 3/30/16

- b) Annual Meeting Refreshments- Upon motion duly made and seconded, the Board agreed:

To approve up to \$300.00 for the use of refreshments before the Annual Meeting.

Resolution #107, 3/30/16

10. Advisory Committee Reports – Reports were presented from the Leisure World Advisory Committee Representatives present at the meeting.
11. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
12. Open Forum – None.
13. Adjournment – The meeting adjourned at 3:53p.m.

Janet Lazar, President

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

March 31, 2016

Balance Forward

\$137,142.37

Total Receipts (See Attached)

\$121,735.02

Total Disbursements (See Attached)

(\$149,924.88)

Cash Balance

\$108,952.51

MUTUAL 19B
CASH INVESTMENTS
 March 31, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							108,952.51	108,952.51
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	1.10%			126,508.64	71,394.96	12,304.72		210,208.32
	CAPITAL ONE BANK	0.30%			216,958.25	221.55			217,179.80
100003	B OF I FEDERAL BANK	0.80%			242,128.79				242,128.79
100016	CONGRESSIONAL BANK	0.70%			48,382.11	19,191.16	2,505.90		70,079.17
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.10%	100,000	08/08/2016	102,881.35				102,881.35
100010	SYNCHRONY BANK	1.25%	97,000	09/03/2016	100,110.63				100,110.63
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	152,100.53				152,100.53
100012	SYNCHRONY BANK	1.20%	50,000	01/21/2017	51,020.00				51,020.00
100013	SONABANK*	1.00%	100,003	07/18/2017	100,003.29				100,003.29
	DUE TO FROM:				(11,251.68)	(189.58)		11,441.26	
TOTAL					1,280,577.39	90,618.09	14,810.62	120,393.77	1,506,399.87

*One free withdrawal penalty after the first year