

**THIRTY-EIGHTH ANNUAL MEETING OF THE MEMBERSHIP OF THE COUNCIL  
OF UNIT OWNERS – CONDOMINIUM OF ROSSMOOR MUTUAL 19B**

**ANNUAL MEETING**

**WEDNESDAY, MAY 25, 2017**

**1:30 P.M. – CRYSTAL BALLROOM**

**AGENDA**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Introduction of Directors & Leisure World Management**
- 4. Waiver of Reading the Proof of Notice of March 30, 2017 & Proof of Reconvene Notice of May 11, 2017**
- 5. Waiver of Reading & Approval of Annual Meeting Minutes of May 25, 2016**
- 6. Appointment of Inspectors**
- 7. Introduction of Candidates**
- 8. Announcement of Quorum**
- 9. Nominations from the Floor**
- 10. General Manager's Report**
- 11. Reports**
  - a. President – John Gervais**
  - b. Treasurer – John Dunn**
- 12. Balloting – Tally of Votes**
- 13. Questions/Comments**
- 14. Adjournment**
- 15. Announcement of Organizational Meeting**

**THIRTY-EIGHTH ANNUAL MEETING OF THE MEMBERSHIP OF THE COUNCIL  
OF UNIT OWNERS – CONDOMINIUM OF ROSSMOOR MUTUAL 19B**

**ANNUAL MEETING**

**WEDNESDAY, MAY 3, 2017**

**2:00 P.M. – MARYLAND ROOM**

**AGENDA**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Introduction of Directors & Leisure World Management**
- 4. Waiver of Proof of Notice of March 30, 2017**
- 5. Waiver of Annual Meeting Minutes of May 25, 2016**
- 6. Appointment of Inspectors**
- 7. Introduction of Candidates**
- 8. Announcement of Quorum**
- 9. Nominations from the Floor**
- 10. General Manager's Report**
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MINUTES OF THE THIRTY-SEVENTH ANNUAL MEETING  
OF THE COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B -- CONDOMINIUM OF ROSSMOOR, INC.

Wednesday, May 25, 2016 -- 2:00 p.m.

The Membership of the Council of Unit owners of Mutual 19-B -- Condominium of Rossmoor, Inc., a Maryland Corporation rescheduled its Thirty-Seventh Annual Meeting to the Chesapeake Room of Clubhouse I, 3700 Rossmoor Boulevard, Silver Spring, Maryland on Wednesday, May 25, 2016 at 2:00 p.m.

1. **Call to Order** – Mrs. Lazar called the meeting to order at 2:19 p.m.
2. **Adoption of Agenda** - The agenda was adopted as presented.
3. **Introduction of Directors & Management** - Mrs. Lazar introduced the following persons seated at the head table: Janet Lazar, President; Larry Damsky, Vice President; Jack Dunn, Treasurer; Rita Mastrococco and John Gervais, Directors. For Management, Tim Coursen, Assistant General Manager, and Marygrace Serra, Mutual Assistant.
4. **Waiver of Reading the Notice of Annual Meeting**- Upon motion duly made and seconded the Council of Unit Owners;

RESOLVED, that the Membership of the Council of Unit Owners of Mutual 19-B, Condominium of Rossmoor, Inc. waives the reading of the proof of notice of the Annual Meeting mailed to all unit owners on April 12, 2016.

**Resolution #121, 5/25/2016**

5. **Approval of 2015 Annual Meeting Minutes**- Upon motion duly made and seconded the Council of Unit Owners;

RESOLVED, that the Membership of the Council of Unit Owners of Mutual 19-B, Condominium of Rossmoor, Inc. approves the 2015 Annual Meeting Minutes.

**Resolution #122, 5/25/2016**

6. **Waiver of Reading the 2015 Annual Meeting Minutes**- Upon motion duly made and seconded the Council of Unit Owners;

RESOLVED, that the Membership of the Council of Unit Owners of Mutual 19-B, Condominium of Rossmoor, Inc. waives the reading of the 2015 Annual Meeting Minutes.

**Resolution #123, 5/25/2016**

7. **Introduction of Inspectors of Election** - Mrs. Lazar introduced the Inspectors of Election: Gloria Robar, Jennifer Quinteros, Alicia Drummond and Kenia Callejas.

8. **Introduction of Candidates-** Mrs. Lazar introduced the candidates John Gervais and Richard Lederman.
9. **Announcement of Tally & Quorum** - A quorum was declared with 7 in person, 102 proxies received, with a total of 109 units represented and a total of 52% represented.
10. **Nominations from the Floor-** Upon motion duly made and seconded the Council of Unit Owners;

RESOLVED, that the Membership of the Council of Unit Owners of Mutual 19-B, Condominium of Rossmoor, Inc. agrees to close the nominations.

**Resolution #124, 5/25/2016**

11. **Balloting**-The votes were tallied and following the balloting the two candidates were elected.
12. **General Manager's Report** - Mr. Coursen presented the General Managers report, the report was received, notes, and made part of the record.
13. **Officer's Reports** -
  - a. **Treasurer's Report** – No report at this time.
  - b. **President's Report** - Mrs. Lazar thanked everyone for attending the meeting and their participation.
12. **Questions & Comments from the Membership** - Mr. Coursen and Mrs. Lazar answered questions from the Membership.
13. **Adjournment** - There being no further business to come before the membership, the meeting adjourned at 2:54 p.m.

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John Gervais, President

THIRTY-SEVENTH ORGANIZATIONAL MEETING  
OF THE BOARD OF DIRECTORS OF  
THE COUNCIL OF UNIT OWNERS  
MUTUAL 19-B – CONDOMINIUM OF ROSSMOOR, INC.

Wednesday, May 25, 2016 - 3:00 p.m.

The Thirty-Seventh Organizational Meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B -- Condominium of Rossmoor, Inc., was held in the Chesapeake Room in Clubhouse I, 3700 Rossmoor Boulevard, Silver Spring, Maryland on May 25, 2016 at 3:00 p.m.

Present were Tim Coursen, Assistant General Manager; Board Members, Janet Lazar, Larry Damsky, Rita Mastrococco, John Gervais, Richard Lederman, and Marygrace Serra Mutual Assistant.

Mr. Coursen, as Chairman pro tem, called the meeting to order at 3:00 p.m. and announced that the purpose of the meeting was to elect officers of the Corporation and to transact any business which may properly come before the Board. Mr. Flannery declared all offices vacant.

1. President - Mr. Coursen asked for nominations for the office of President. Mr. Damsky and Mr. Gervais were nominated. The Board agreed -

To elect Mr. John Gervais as President of Mutual 19B -- Condominium of Rossmoor, Inc.

**Resolution #1, 5/25/2016**

2. Vice President - Mr. Coursen asked for nominations for the office of Vice President, Larry Damsky was nominated and the nomination seconded. The Board agreed -

To elect Mr. Larry Damsky as Vice President of Mutual 19-B -- Condominium of Rossmoor, Inc.

**Resolution #2, 5/25/2016**

3. Secretary - Mr. Coursen asked for nominations for the office of Secretary, Janet Lazar was nominated and the nomination seconded. The Board agreed -

To elect Mrs. Lazar as Secretary of Mutual 19-B – Condominium of Rossmoor, Inc.

**Resolution #3, 5/25/2016**

4. Treasurer - Mr. Coursen asked for nominations for the office of Treasurer, Jack Dunn was nominated and the nomination seconded. The Board agreed -

To elect Mr. Dunn as Treasurer of Mutual 19-B – Condominium of Rossmoor, Inc.

**Resolution #4, 5/25/2016**

5. Executive Vice President - The Board further agreed -

To appoint Kevin Flannery to the office of Executive Vice President of Mutual 19-B – Condominium of Rossmoor, Inc.

**Resolution #5, 5/25/2016**

6. Meeting Date - The Board agreed -

That the monthly meeting of the Board shall be held on the last Wednesday of each month at 1:00 p.m. at Clubhouse I.

**Resolution #6, 5/25/2016**

There being no further business to come before the Board, the meeting adjourned at 3:10 p.m.

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John Gervais, President

**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



## GENERAL MANAGER'S REPORT

MAY 2017

### COMMUNITY TOPICS

The May Board meeting will be held on May 23<sup>rd</sup>.

1. Finances –

In the month of April there was a deficit of approximately \$3,000.00.

Year-to-date net operating expenses are approximately \$19,800.00 over budget.

In April, there were 41 transfers that generated approximately \$171,000.00 in contributions.

2. New Financial Institution Tenant - Administration Building –

Signal Financial Federal Credit Union (SFFCU) has entered a lease with the Community.

Target date for opening to customers is August 1, 2017.

However, SFFCU hopes to place an ATM in the lobby by the end of May.

A release of information regarding Signal Financial Federal Credit Union (SFFCU) will be published in the May 19<sup>th</sup> issue of the LW News.

3. Shredding Day –

The Community Shredding Day is set for May 20<sup>th</sup> from 10am-1pm in the Administration Building parking lot.

4. Comcast Billing –

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

Beginning 05/05/17, individual letters will be sent to Leisure World Customers and will include the length of time the customer was erroneously billed and the amount of the credit to be applied to the bill.

Please be advised that on Monday, May 22<sup>nd</sup> from 12pm-4pm and Tuesday, May 23<sup>rd</sup> from 3pm-7pm, representatives of Comcast will be in the Ballroom of Clubhouse I to assist residents with any billing questions they may have at this time. Notices will be posted in the community.

## 5. Recruitment –

### **New Hires:**

Terria Smith – Administrative Assistant (E & R)  
Paul Weise - Golf Course Technician (Golf Maintenance)  
Bogdan Kyselyov - Golf Course Technician (Golf Maintenance)  
Tristan Pelaez - Golf Course Technician (Golf Maintenance)

### **Transfers:**

Jairo Monroy – Building Engineer – Transferring from Villa Cortese to Fairways South – 17A

### **Departures:**

Russell Haak

### **Open Positions:**

Customer Service Representative - PPD  
Golf Course Technician – Golf Maintenance  
Golf Course Technician – Seasonal/Summer Golf Maintenance  
Security Guard – Security & Transportation  
Social Worker-LCSW-C - Social Services  
Property Manager – 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:**

Building Engineer – Fairways South