

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmore

John Gervais
President

May 25, 2017
Ballroom CHI - After completion of 1:30 Reconvened Annual Meeting

AGENDA

1. Call To Order (Dunn, Gervais, Lazar, Lederman, Mastrorocco)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of April 26, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
6. New Business
 - A) McFall Berry Proposals (L17181-BR for \$495, L17181-BR for \$410, L17182-BR for \$641)
 - B) Approve Dorma Preventive Maintenance Proposal, \$2,275, 7-1-17 to 6-30-18
 - C) Natividad Leiva Complaint
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) CCOC Annual Report of Renters
 - H) New bench at #89 and benches
 - I) No smoking signs for buildings

J) Status of Clay Kenny projects (facia at #91, replace gutter at #91, plywood & shingles at #90, leak in #89-3G)

K) Door paint touch up at Bldg. #90.

L) Letter Boards for Bldgs #93 and #94 - Need to install

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting is being rescheduled from last Wednesday to:
Wednesday, June 21, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - None Scheduled

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

April 26, 2017

SULLIVAN ROOM – 1:00 P.M.

Res # 114-123

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, April 26, 2017 at 1:00 p.m.

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

Absent: Janet Lazar, Director

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

Visitors: Larry Damsky, Charles Middleton, Jude Howard, Kristin Doherty, Marion Bedell, Virginia Austin, Connie Costa, Sigrid Nadeau, Ann Kyber, Barbara Long, Francis Yates, Judith Robinson, Ellen Lederman, George & Ginger Samara

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: I. Wall Painting.
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 March 29, 2017 – The Minutes of the regular meeting held on March 29, 2017 were approved as amended.
5. Treasurer's Report – Mr. Dunn reported that the Mutual income was \$7,391 above budget due to interest income and late fees, receipts of \$123,768.05, disbursements of -\$120,713.57 which leaves a new balance of \$142,487.69. Three unit's delinquent in monthly assessments, one 30 days overdue and the others are current month only.
 - 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:
 - 1) Mutual 19B Board of Directors approved payment to McFall & Berry, Invoice # 19370 (Dated 4/21/17) in the amount of \$4,470.00 for landscape work at bldgs. # 89, 90, 91, 92, under proposal L17074-BR (Dated 3/28/17).

Resolution #114, 4/26/17
 - 2) Mutual 19B Board of Directors approved payment to Clay Kenney Home Improvement total amount due of \$7,130.00, which covers the following work listed:

- a) Mutual 19B Board of Directors approved payment of \$4,675.00 to Clay Kenney Home Improvement Invoice # 973 (Dated 4/17/17) for roof work at Bldg. #90- Canopy Entrance New Roof

Resolution #115, 4/26/17

- b) Mutual 19B Board of Directors approved payment of \$325.00 to Clay Kenney Home Improvement Invoice # 981 (Dated 4/19/17) for roof shingles and siding service at Bldgs. # 88, 90, 92

Resolution #116, 4/26/17

- c) Mutual 19B Board of Directors approved payment of \$105.0 to Clay Kenney Home Improvement Invoice # 982 (Dated 4/19/17) for roof shingles service at Bldg. # 92

Resolution #117, 4/26/17

- d) Mutual 19B Board of Directors approved payment of \$2,025.00 to Clay Kenney Home Improvement Invoice # 983 (Dated 4/19/17) for roof inspection and repairs for all seven buildings.

Resolution #118, 4/26/17

6. New Business-

- A. 2016 Audit Presentation- Ms. Gaynor reported the final report of the Mutual 2016 Audit that resulted in a positive financial status. All questions and comments were responded to by Ms. Gaynor.

Mutual 19B Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. accepts the Draft 2016 Audit, that was presented by Dawn Gaynor; Accounting Director.

Resolution # 119, 4/26/17

- B. ABM- Barbara Long, Bldg. #91-1B, Tub to shower conversion- After discussion, upon motion duly made and seconded, the board approved ABM submitted by Ms. Barbara Long at 15210 Elkridge Way, Unit 1-B, Tub to shower conversion modification.

Mutual 19B Board of Directors approved ABM submitted from Ms. Barbara Long, at 15210 Elkridge Way, Unit 1-B, tub to shower conversion modification. Work performed by JML Remodeling Inc.

Resolution # 120, 4/26/17

- C. July 4th Parade Entry Application- Mr. Gervais stated that the application was available from him if there was any interest.
- D. Clay Kenney- Replace defective wood facia, Bldg.# 91 for \$810- After discussion, upon motion duly made and seconded, the board approved for Clay Kenney to replace defective wood facia at 15210 Elkridge Way Bldg. # 91.

Mutual 19B Board of Directors motion to resolve that the Board of directors approves & engaging Clay Kenney to replace defective wood facias at Bldg. #91, cost not to exceed \$810.

Resolution# 121, 4/26/17

- E. Clay Kenney- Replace damaged gutter shingles, Bldg.# 90 for \$800- After discussion, upon motion duly made and seconded, the board approved Clay Kenney to replace a damaged gutter on Bldg. # 91.

Mutual 19B Board of Directors motion to resolve that the Board of directors approves & engaging Clay Kenney to replace a damaged gutter on Bldg. #91, cost not to exceed \$1,000.

Resolution# 122, 4/26/17

- F. Clay Kenney- Replace damaged gutter on Bldg.#91- After discussion, upon motion duly made and seconded, the board approved Clay Kenney to replace and repair damage plywood and shingles on Bldg. #90.

Mutual 19B Board of Directors motion to resolve that the Board of directors approves & engaging Clay Kenney to replace and repair damage plywood and shingles on Bldg. # 90, cost not to exceed \$800.

Resolution# 123, 4/26/17

- G. McFall & Berry- Grounds- Mr. Gervais stated that all work has been completed or in process.

7. Unfinished Business-Update Reports

- A. PPD Items- Mr. Lederman's reported that several projects have been completed and some in progress.
- B. PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Way Drainage- Mr. Gervais stated there was no progress.
- C. Sight Distance Area at Elkridge Way- Mr. Gervais stated that he will follow up with Jolene King in regard to payment, discussion was made that the Trust pay for it since it paid on Beaverbrook and to have the mutual put on the work schedule.
- D. Window Washing Status- Roberta stated that she contacted E&R Services and waiting for a quote. Will follow up with the Board.
- E. Paint Floor at Bldg. #88 Side Entrance and Under Mat at Bldg. #91 Rear Entrance- Mr. Lederman will contact PPD to get the specifications on the paint needed.
- F. Shampooing Carpets- Stansbury will begin cleaning the carpets of all seven buildings this month. They will contact Roberta when the project will begin.
- G. Door Mats for Bldg.# 93 and #88 delivered- Mats have been placed at each bldg.
- H. CCOC Annual Report of Renters- Roberta stated that the website was down and will follow up with the Board.

- I. New bench at Bldg.# 89 and benches- Mr. Gervais stated that he will contact Ronny Cabrera of where the new bench should be placed for Bldg. #89. and Bldg.# 92
 - J. Battery Replacement- PPD completed the task of inspecting and replacing batteries in all buildings.
 - K. “Who Pays” Comments- Mr. Gervais stated that comments have been made in regard to the list about ceiling cracks in the unit and the 15 feet plumbing rule, clarification will be noted and sent to residents.
8. Leisure World Board of Directors Report- Mr. Gervais reported that the Board approved the moving of the current pool table room to the old fitness room to create a new meeting room in Clubhouse II.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- Mr. Damsky reported that he will be a part of a subcommittee helping the IT Department with the entrance and exiting to Leisure World for improvements.
 - B. Restaurant- Ms. Mastrorocco’s report included: (1) Terrace Room chairs will be replaced/fixd to prevent sliding on the floors. (2) Committee recommend to the Board of Directors to install wall mounted hand sanitizers to all restaurants entrance ways. (3) Easter and St. Patrick Day celebrations were a success. (4) Two health inspections were conducted on March 12st and April 5th, both went well. (5) The Grille will be open for Sunday Brunch, the last Sunday of the month from 10:00a.m. to 3:00p.m., cost of \$10-\$15 dollars.
 - C. Education & Recreation- No report at this time.
 - D. Physical Properties Department- No report at this time.
 - E. Health- Mrs. Lederman’s report included: (1) There will be a “*Take Back Drug*” Day held on April 29th for residents that would like to turn in any expired prescription drugs. (2) On Thursday May 18th, there will be a Health Fair held at in the Crystal Ballroom; Clubhouse I from 10am-2pm. (3) There will be a “*Memory Café*” seminar starting in May, topic will discuss Alzheimer’s. (4) Contract has been signed for five years (2018-2022) with Medstar. Some remaining space will be allocated for a new walk-in clinic for residents. (5) A new director started at the Medical Center.
 - F. Tennis- Mr. Gervais stated that the Pickle Ballers wants to share the name of the committee; suggested name to be “Tennis Pickle Ball”. Follow up meeting will be held on May 3rd.
 - G. Landscape- Mr. Gervais reported for Mrs. Gervais, the report included: (1) McFall & Berry planted a Pollinator Garden at Gleneagles Drive and Leisure World Blvd South this spring, it will be completely organic. (2) Arbor Day celebration will take place on April 28th, a Japanese Red Maple tree will be planted near the Main Gate.
10. Building Representatives- Reports were presented from the Building Representatives present at the

meeting.

11. Unit Owners – None
12. Open Forum- None
13. Adjournment- The meeting adjourned at 3:35 p.m.
14. Next Regular Meeting- May 31, 2017; Sullivan Room, 1:00 p.m.
15. Next Agenda Meeting- May 24, 2017; Sullivan Room, 1:00 p.m.
16. Annual Meeting- May 3, 2017, Maryland Room, 2:00 p.m.

Rita Mastrorocco, Secretary

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
106,911	106,911	427,644	427,644	0
1,500	754	5,442	3,016	2,426
45	0	255	0	255
4,115	0	21,298	0	21,298
<u>(24,417)</u>	<u>(23,671)</u>	<u>(97,106)</u>	<u>(94,684)</u>	<u>(2,422)</u>
88,154	83,994	357,533	335,976	21,557
88	88	350	352	2
0	0	3,050	4,400	1,350
4,298	4,298	17,192	17,192	0
272	256	1,085	1,024	(61)
900	976	3,600	3,904	304
590	0	687	0	(687)
6,147	5,618	25,964	26,872	908
1,499	1,500	5,998	6,000	2
0	333	0	1,332	1,332
501	292	2,352	1,164	(1,188)
0	333	2,334	1,332	(1,002)
0	83	0	332	332
0	83	0	332	332
0	167	5,407	664	(4,743)
0	1,333	160	5,332	5,172
176	176	704	704	0
2,177	4,300	16,955	17,192	237
2,204	2,450	13,651	14,350	699
0	(455)	0	(2,661)	(2,661)
16,977	12,600	76,172	73,800	(2,372)
0	(1,098)	0	(6,435)	(6,435)
8,350	7,531	30,005	30,125	120
27,531	21,028	119,828	109,179	(10,649)
0	167	0	664	664

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	TOTAL COMMUNITY FACILITIES	YTD ACTUAL	YTD BUDGET	VARIANCE
34,058	34,966	908	TOTAL COMMUNITY FACILITIES	142,081	139,852	(2,229)
4,981	4,372	(609)	MUTUAL OPERATING	20,243	17,486	(2,757)
4,313	4,313	0	10 Administration	17,251	17,251	0
186	0	(186)	41 Grounds	743	0	(743)
297	307	10	42 Special Projects	1,338	1,223	(115)
3,260	3,260	0	44 Community Services	13,043	13,043	0
148	61	(87)	50 Janitorial	595	243	(352)
0	214	214	52 After Hours	0	858	858
			100 Salary Adjustment			
13,184	12,527	(657)	TOTAL MUTUAL OPERATING	53,213	50,104	(3,109)
87,846	78,814	(9,032)	TOTAL EXPENSES	379,972	344,695	(35,277)
308	5,180	(4,872)	INCOME/DEFICIT	(22,440)	(8,719)	(13,721)

MUTUAL 19B
CASH INVESTMENTS
April 30, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							144,264.38	144,264.38
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	0.99%			144,970.40	80,632.84	13,286.83		238,890.07
100016	B OF I FEDERAL BANK	0.80%			244,400.21				244,400.21
	CONGRESSIONAL BANK	0.70%			80,015.14	47,524.67	10,241.17		137,780.98
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.25%	103,356.60	08/08/2017	104,219.87				104,219.87
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,689.89				51,689.89
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	154,011.86				154,011.86
100017	EVER BANK	1.60%	100,696.94	10/03/2019	101,613.46				101,613.46
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	100,003.29				100,003.29
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
	DUE TO FROM:				1,059.29	32.69	0.00	(1,091.98)	
TOTAL					1,412,169.93	128,190.20	23,528.00	143,172.40	1,707,060.53

Regular Meeting - Board of Directors

Mutual 19B - Condominium of Rossmoor, Inc.

May 25, 2017

INVOICES FOR APPROVAL

(1) Malvin, Riggins & Company, P.C., Invoice #1000064379 dated 4-30-17...\$1,000.00
Final Billing for Audit (Total Cost \$4,050, Previously Paid \$3,050)

(2) McFall Berry, Invoice #193674 dated 5-4-17.....\$1,980.00
Landscape Work at Bldg 93 - Remove 4 Bradford Pear Trees
Under Proposal T17077-BR dated 3-28-17

(3) McFall Berry, Invoice #193204 dated 4-27-17.....\$1,098.00
Landscape Work at Bldg 93 - Supply 4 "Shademaster" Trees
Under Proposal L17080-BR dated 3-29-17

(4) Leisure World, Invoice #107004 dated 5-3-17.....\$8,050.00
Heat Pump Replacement Bldg 92
Proposal Dated 3/8/17
