

19B Agenda Items for 6/22/16 Meeting (Updated 6/21/16)

1. Call To Order
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of May 25, 2016 Regular Meeting
5. Leisure World Board of Directors Report
6. Treasurer's Report
7. Unfinished Business - Update Reports
 - a) Approve Rules Document
 - b) Window Cleaning - E/R Services, \$4,865.00, Scheduled to start July 11
 - c) Painting Trash and Exterior Doors - PPD, Work Order #87518, \$125/door, 5 doors per building (\$625 x 7 = \$4,375), scheduled July 7-15
 - d) Dryer Vent Cleaning - PPD(3/30), \$15,960.00, W/O #87480, not yet scheduled
 - e) Inspect Exterior Walls - PPD(4/27), waiting for proposal from Ron Cabrera
 - f) Inspect Parking & Street areas-PPD(4/27), waiting for proposal from R. Cabrera
 - g) Corner Guards - Bldg.#91, Bldg.#92, Bldg.#93, Bldg.#94
 - h) Status of cleaning of gutters in all buildings
 - i) Status of handicapped replacement plate at Bldg.#93 - Need contractor
 - j) McFall Berry - Proposal #16103, 4/18/16 for \$2,880 - Not Started
 - k) ABM - Pat Ritter
 - l) % of Rental Units Report
 - m) Stair problem at Bldg.#93 and Bldg.#94
 - n) Overdue claims
8. New Business
 - a) Board Resignations-Terms Expiring (Janet Lazar resigns as of May 27, Sandra Broadhurst resigns as of May 25, Virginia Austin term expires as of May 25)
 - b) Appointment of Secretary of Board
 - c) Select LW Board Representatives and two backups
 - d) Board position openings
 - e) Authorize obtaining quote from PPD for painting of front door benches
 - f) Approve deer netting proposal from McFall Berry for \$270.00
 - g) Approve McFall Berry - Proposal #16193 dated 6/2/16 for \$360.00, Remove 2 Trees #90/91
 - h) McFall Berry - Landscaping at Buildings #93 and # 94
 - i) Bats - Bldg. #89 and # 94
 - j) Wall damage behind chairs in lobby at Bldg. #92
 - k) Commission on Common Ownership Communities Certifications - R. Lederman and J. Gervais
 - l) Timeline for budgeting
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment
14. Next Regular Meeting - July 27, 2016, Sullivan Room, 1:00 p.m.
15. Next Agenda Meeting - July 20, 2016, Sullivan Room, 1:00 p.m.

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

MAY 25, 2016

CHESAPEAKE 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, May 25, 2016 at 1:00 p.m.

Directors Present: Janet Lazar, President; Larry Damsky, Vice President; John Dunn, Treasurer; Rita Mastrorocco, and John Gervais, Director.

Directors Absent: Virginia Austin & Sandra Broadhurst

Management: Tim Coursen, Assistant General Manager; Marygrace Serra, Mutual Assistant.

1. Call to Order – Mrs. Lazar called the meeting to order at 1:02 p.m.
2. Approval of the Agenda – The agenda was approved as presented.
3. General Manager’s Report – Mr. Coursen postponed The General Manager’s Report until the Annual Meeting following this meeting.
4. Approval of Minutes of April 27,2016 – The minutes of the regular meeting held on April 27,2016 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky presented the report from the Leisure World Board of Directors’ Meeting.
6. Treasurer’s Report – No report at this time.

A. Payment of Invoices - Upon motion duly made and seconded, the Board agreed-

To approve payment of the following invoices:

\$991.86 to LWMC for sewage clean up at 15300 Beaverbrook Ct. (Robinson).

Resolution #121, 5/25/2016

To seek reimbursement of \$991.86 for sewage cleanup 15300 Beaverbrook Ct. (Robinson).

Resolution #122, 5/25/2016

\$10,310.00 to Mid-Atlantic Floors to complete the flooring in Buildings 93 & 94.
Resolution #123, 5/25/2016

7. Old Business-

A. Insurance Claims-

- a. Bedell- Upon motion duly made and seconded, the Board agreed:

To refrain from seeking reimbursement for Ms. Bedells' insurance claim.

Resolution #124, 5/25/2016

- b. Lewis- The Board would like more information and an itemized report from A&A regarding the cleanup at Mr. Lewis apartment.

B. Approval of the Rules- Upon motion duly made and seconded, the Board agreed:

To re-send the proposed rule changes with a cover letter to the membership of Mutual 19B.

Resolution #125, 5/25/2016

- C. Service Dog Re-Registration- Ms. Lazar would like the individual with a service dog to register their new service dog.

- D. Window Washing Proposal Update- Ms. Serra reported she emailed the window washing company to set up a time for them to come and accept their proposal, however they did not respond back.

8. New Business-

A. Applications for Building Modifications-

- a. Essex- Heat Pump Installation- Monsignor Donald Essex at 15211 Elkridge Way 94-1J submitted an ABM for a heat pump installation, which was approved.

- b. Ritter- Window Installation- Ms. Ritter expressed she turned in an ABM, however it was not received by the Mutual Assistant. She has re-submitted her application for approval.

9. Advisory Committee Reports – Reports were presented from the Leisure World Advisory Committee Representatives present at the meeting.

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

11. Open Forum – None.

12. Adjournment – The meeting adjourned at 2:03p.m.

Rita Mastrococco, Secretary

GENERAL MANAGER'S REPORT

June 2016

COMMUNITY TOPICS

1. Finances –

The year-to-date operating surplus is approximately \$46,000. There were 32 property transfers in the month of May, generating approximately \$160,000.00 in contributions.

Management estimates that operations will be at budget or slightly over budget for the month of May. Financial statements are targeted to be published the week of June 13th.

2. FEP Update –

Fitness Center -

There was a groundbreaking ceremony held on June 7th. Site work will begin shortly.

North Wing of Clubhouse I –

Both the Cascade Bistro and the Maryland Room are out of operation. Project is scheduled to be completed by the end of August.

PPD Customer Service Area, Stage 3 (Final Stage) –
Work should be completed by the first week of July.

3. Phone Books –

Resident data will be provided to the printer the last week of June. Delivery of directories is on schedule for the end of July, with dissemination to residents in early August.

4. **Mosquito Control** –

Please be advised of the following information relative to mosquito control in the community by the Maryland Dept. of Agriculture:

The Maryland Dept. of Agriculture (MDA) conducts the mosquito control program in Leisure World of Maryland April to September. The program controls mosquitoes at their breeding source of stagnant or slow moving water. MDA conducts a survey and identifies breeding sources in the community, then regularly checks and treats as necessary. These locations include storm water management ponds, ruts, puddles, underground transformers, etc. It takes a minimum of 7 days for a mosquito to breed; most species take 10-14 days. MDA will spray only at the request of the Montgomery County Health Department in the event of health emergencies or extremely large adult mosquito populations.

MDA offers these tips to prevent mosquito breeding: water holding containers should be turned upside down (flower pot saucers, trash can lids, buckets, etc.); clean gutters and check down spouts; regularly flush bird baths and pet dishes, fix dripping hose bibs, and dispose of trash such as plastic bags or open bottles or cans. Mosquitoes can be active day or night. To protect yourself: repair holes in window or door screens, wear light colored clothing that covers as much of the body as possible, and apply insect repellent.

LEISURE WORLD OF MARYLAND CORPORATION

2. **Annual Meetings** –

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

Mutual	Date	Time	Location
M20B	6/1/16	7:30 pm	Activities Room
M7	6/14/16	2:00 pm	Baltimore Room
M23	6/15/16	7:00 pm	Activities Room
M22	6/21/16	2:00 pm	Exercise Room

3. Personnel Changes –

New Hires

Ariel Mercado – Security Guard - Security & Transportation
John Graham – Golf Course Technician II – Golf Maintenance
Xavier Fangmeyer – Golf Course Technician II – Golf Maintenance
Nadires Del Cid – Security Guard – Golf Maintenance
David Estes – Postal Clerk – Post Office

Resignations

Nancy Gordon – Administration
Gayle Shackelford – Administration
Victor Aquino – Security
Kevin Foley – Vehicle Maintenance – PPD

Open Positions

Golf Course Attendant
Golf Course Technician II
HVAC Foreman
Security Guard
Special Police Officer
Supplemental Transportation Driver
Shuttle Bus Driver

Filled Positions

Postal Clerk