

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

**JUNE 24, 2015
SULLIVAN ROOM – 1:00 P.M.**

AGENDA

1. Call to Order
2. General Manager's Report – Tim Coursen
3. Ronny Cabrera, Special Projects – Renovations
4. Approval of Minutes of May 27, 2015
5. Leisure World Board of Directors Report
6. Treasurer's Report
7. Old Business
 - a. Discussion of Limiting Rental Units
 - b. Status of Rule Changes
 - c. Building Lighting
 - d. New Bench at #88 Lobby
 - e.. Replace/Repair Bench at #93
8. New Business
 - a. Schindler Elevator Contract - Approval
 - b. Dorma Door Control – Contract for Automatic Front Doors - Approval
 - c. McKeever Services – Contractor Approval for Bldg. 94
 - d. E&R Window Washing - Approval
 - e. PPD Estimate to Paint Trash Room, Storage Room Doors, & Stairwell Doors
 - f. McFall & Berry Landscape Proposals
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum - 3 Minutes Each to Address Board
13. Adjournment
14. Next Meeting: Wed. July 29, 2015 at 7:00 P.M. – Montgomery Room

GENERAL MANAGER'S REPORT

June 2015

COMMUNITY TOPICS

1. Finances –

Management estimates a surplus for the month of May of approximately \$10,000-\$15,000. Financial statements will be released the week of June 8th.

2. Property Transfers –

There were 34 property transfers in the community in the month of May, generating approximately \$109,000 in contributions.

3. 2016 Budget Process –

The following information will be acted on at meetings in the month of June:

- Schedule of Fees
- Capital Purchases
- Facility Maintenance Plan
- Facility Replacement Plan

The documents will be acted on at the following meetings:

- Budget & Finance Committee, 6/10/15, 2 pm, Sullivan Room
- Executive Committee, 6/19/15, 9 am, Sullivan Room
- Board of Directors, 6/30/15, 9:30 am, Montgomery Room

4. Status of Landscape and Snow Removal Contract –

At the LWCC Board of Directors meeting held on 5/29/15, the following resolutions were passed:

The Leisure World Board of Directors recommends a one-year extension of the Landscape and Snow Removal Services contract with McFall and Berry and directs Management to negotiate a one year contract, to December 31, 2016, under the terms of the existing contract.

The Leisure World Board of Directors directs management to develop a Request for Proposal (RFP) for 2017 Landscape and Snow Removal Services that includes specifications for a full scope of landscaping services, possible "green/natural" options for the Trust and Mutual properties, and for snow removal. The RFP is to be reviewed by the Landscape Advisory Committee and presented to the Board of Directors for approval no later than March 31, 2016.

5. New Resident Orientation –

A New Resident Orientation has been scheduled for Thursday, June 18th, at 3:00 p.m. in the Maryland Room of Clubhouse I. The following individuals will attend and be available to answer residents' questions:

Kevin Flannery, General Manager
Jolene King, Assistant General Manager
Tim Coursen, Assistant General Manager
Dee Martynuska, Education & Recreation
Alex Lively, Golf Professional
Sam Ellis, Motivational Fitness
Ana Alvarez, MedStar
Richard Schultz, Director, Security & Transportation

In addition, we have invited Advisory Committee chairs to attend and be available to describe the work of their committee and answer questions from interested residents.

LEISURE WORLD OF MARYLAND CORPORATION

1. New Hires/Resignations –

NEW HIRES

JUNE

Sandra Hart – Social Worker
Alexa Cuque – Security Guard – Start Date June 8th

MAY

Robert Webb – Golf Course Technician II – 5-9-15
Lynne Butler – Receptionist – 5-10-15
Peter Wilson – Golf Course Technician – 05-18-15

Request to hire paperwork is in the process for approvals for Golf Technicians – tentative start dates:

Griffin Duffy – Golf Course Technician II – 05-14-15
Colman Johnson – Golf Course Technician II – 05-18-15
Jack Graham – Golf Course Technician II – 05-26-15

OPEN POSITIONS

Service Plumber – Plumbing Dept. – PPD
Property Manager – Fairways South
Golf Course Technician(s) – Currently recruiting for (3) positions (5 were hired)
Golf Shop Personnel – Currently recruiting for 1 position – 1 Hired
HVAC Mechanic
Security Guard(s) – Currently recruiting for 2 positions
Assistant to Executive Secretary/Administration

RESIGNATIONS

Gwendolyn Raphael – Receptionist – E&R – 6-15-15
Paula Greeley – Sanitation Supervisor – 5-19-15
Josh Gifford – Service Plumber – 5-22-15
Randane Brown – Temporary Maintenance Assistant – 5-

REGULAR MEETING - BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF
MUTUAL 19-B – CONDOMINIUM OF ROSSMOOR, INC.
May 27, 2015

Res. #7 - #11

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 of the Administration Building on Wednesday, May 27, 2015 at 1:00 p.m.

Present were Directors Janet Lazar, Larry Damsky, Rita Mastrorocco and John Gervais.

Building Representatives attending the meeting were Connie Costa (89), Sidney Lazar (90), and Rita Mastrorocco & Romeo Fagiolo (92). Also attending the meeting were Kevin Flannery, General Manager; and Jessie Maselka, Mutual Assistant.

Residents attending the meeting were Harvey Sonin, Kristin Doherty, Clayton Lewis, Jerrold & Shirley Gordon, Dennis Hawkins, Marion Rosenberg, and Charles Middleton.

1. Call to Order - Mrs. Lazar called the meeting to order at 1:00 p.m.
2. General Manager's Report - The General Manager's Report for May 2015, presented by Mr. Flannery, was received, noted and made a part of the record.
3. Approval of Minutes – Upon motion made by Mr. Damsky and seconded by Ms. Mastrorocco, the minutes of the regular meeting held on April 29, 2015 were approved as amended.
4. LW Board of Directors Report – Mr. Damsky presented the report of the Leisure World Board of Directors meeting.
5. Treasurer's Report – Mrs. Lazar presented the Treasurer's Report which was received, noted and made a part of the record. Upon motion made by Mr. Gervais and seconded by Ms. Mastrorocco, the following bills were approved for payment:

\$ 1,689.57 – LW Ins Claim – B. Ward – 3/25/15 – 93-3K - Found leak coming from 3K Master Bath Toilet Supply line & fill valve. Walls had to be cut in 2K & 1K. Water damage cleanup required. Letter will be sent to the owner for reimbursement to Mutual 19B. Resolution #7 5/27/2015
6. Old Business – Website – Ms. Mastrorocco inquired about the Mutual 19B website and how to locate it. To access the website, residents can search under lwm19b.com. It was suggested that the minutes be added to the website.
7. New Business –

Reserve Study – The Board reviewed the reserve study proposal from Reserve Advisors. Upon motion made by Mr. Gervais and seconded by Ms. Mastrorocco, the following resolution was approved.

RESOLVED, that the Mutual 19B Board of Directors approves the proposal of Reserve Advisors for \$4,050 for an updated reserve study. A retainer of \$2,025.00 is required.

Resolution #8 5/27/2015

Confirm Bldg. Reps - Upon motion made by Ms. Mastrococco and seconded by Mr. Damsky, the Board appointed two new building reps, Connie Costa #89 and Regina Goldsborough, #88.

RESOLVED, that the Mutual 19B Board of Directors approves the appointment of two new building reps, Connie Costa Bldg. #89 and Regina Goldsborough, #88.

Resolution #9 5/27/2015

Renovations at #93 & #94 - The Board reviewed estimates on wallpaper removal, ceramic tile, base trim, and painting. They agreed to meet with Ronny Cabrera at the June Board meeting to discuss these estimates.

Renewal of Landscape/Snow Removal Contract - Mrs. Lazar reported that the contract with McFall & Berry for landscape and snow removal contract has been renewed for one year. Other landscape companies will be interviewed for a green program in the Community.

Canopy Repair Estimate - ShenCorp submitted estimates for Bldg. 90 and 91 canopy repair work. Upon motion made by Mr. Gervais and seconded by Ms. Mastrococco, the Board approved the estimates to begin canopy repair work at Bldg. 90 and 91.

RESOLVED, that the Mutual 19B Board of Directors approves the estimate of ShenCorp for \$7,530 plus payment for each canopy repair at Bldg. 90 and 91. A deposit of \$7,530 will be required.

Resolution #10 5/27/2015

New Bench at #88 - Mrs. Lazar suggested that Ms. Goldsborough contact the Wood Shop of Leisure World about building a bench for the lobby of Bldg. 88. The Board had approved the sum of \$300 for the purchase of a bench. This item will be tabled until Ms. Goldsborough can present a report.

Discuss Whether to Replace Bench at #93 - This item was tabled.

Window Washing Estimate - Upon motion made by Mr. Damsky and seconded by Ms. Mastrococco, the Board agreed to wait for other window washing estimates.

Stairwell Doors need Sanding & Painting- Ms. Mastrococco reported that the stairwell doors and the storage room doors are peeling and scratched. Upon motion made by Ms. Mastrococco and seconded by Mr. Damsky, the Board agreed to obtain three estimates for painting the stairwell doors, storage room doors and trash room doors.

Discuss Comments on Rules - Mrs. Lazar stated that some revisions still had to be made to the new rules. Since then, copies have been distributed to the lobbies so that residents may pick them up for their review.

19A Parking at Beaverbrook Ct. - Mrs. Lazar requested all residents to be patient with the path work at Mutual 19A, Bldg. 87. Applications for permits had to be obtained. She thanked everyone for their patience in this matter.

Set Night Meeting Date - Upon motion made by Ms. Mastrococco and seconded by Mr. Damsky, the Board agreed to schedule a night Board meeting on Wednesday, July 29th, at 7:00 p.m.

RESOLVED, that the Mutual 19B Board of Directors approves a night Board meeting on Wednesday, July 29, 2015 at 7:00 p.m.

Resolution #11 5/27/2015

8. Advisory Committee Reports –

Budget & Finance – Mr. Fagiolo reported that the Committee had the mid-year meeting and analyzed each account for the budget. He added that the accounting department has a good knowledge of about operating costs.

Newsletter – Ms. Hull reported that the newsletter will be distributed soon.

Community Planning – Mr. Damsky stated that the Committee has been discussing the Administration Building and adding a meeting room for the building. He added that most of the clubhouses have meeting rooms.

Education & Recreation – Mrs. Lazar reported that Nicole Gerke distributed floor plans for the new Fitness Center and they were reviewed. She reported on the chairs for the Crystal Ballroom. It was recommended to add chairs without arms for both the Crystal Ballroom and the Maryland Room. The outdoor pool will be opened on Memorial Day weekend. New umbrellas have been received. A new software program has been added called Venue Booking, which allows users to view allotted times to schedule classes and events. It was agreed to allocate \$3,600 for a solar system water pump for the outdoor pool.

Physical Properties – Mr. Lazar reported that spring work has been delayed due to cold temperatures. The new railing and concrete deck for the outdoor pool are being worked on. Trust asphalt and concrete work will begin in late May. Both the Facilities Enhancement Plan and the PPD Reserve Plan have been reviewed. An increase in rates will take effect in 2016 for Physical Properties.

Landscape – Ms. Mastrococco reported that there is \$16,120 left in the Landscape Green Project Budget. RFP's will go out to landscape companies for "Certified Green" bids for the Community. Maryland is the only state that is studying and "going green". The Committee is waiting for plans to be approved by the Leisure World Board.

Security & Transportation – Mr. Damsky stated there has been a drop in bus usage. The Committee will reconsider the number of buses being used. Buses may be used for other events such as trips. The drivers only have standard drivers' licenses. He also reported that some users don't like using the ramp on the bus.

9. Building Reps -

Bldg. 88 - Mr. Sonin reported that Audrey Higdon recently passed away. She was Executive Secretary at NIH for 30 years.

Bldg. 89 - Mrs. Costa reported there is a big hole near the patio of 89-1K. The landscape group will be contacted.

Bldg. 92 - Ms. Mastrorocco reported that the metal strip on the trash room door still needs repair. Physical Properties will be contacted.

10. Unit Owners -

Building Numbers - Mr. Gordon reported that the building numbers are not lit up at night at the buildings like other Mutuals. An estimate will be obtained for this work from Physical Properties.

Newsletter - Mr. Hawkins suggested that the minutes be added to the newsletter for residents to read.

Bench for #89 - Mrs. Costa suggested a new bench for Beaverbrook Court. Mrs. Lazar replied that both the slab and bench would be expensive.

11. Adjournment - There being no further business, the meeting was adjourned at 2:55 p.m.

Janet L Lazar _____
Janet L. Lazar, President

Mutual 19B Bills – 6/24/2015

\$3,236.80 – McFall & Berry 177650 – Planting of summer annuals

2,079.93 – LWMC 60038 – Reattached falling ceilings with screws. Patched, sprayed texture, paint ceilings in master bedroom, 2nd bedroom, hallway and dining room. Bunge/Rochen 90-3B

MUTUAL 19B
CASH INVESTMENTS
MAY 31, 2015

| INSTITUTION | YIELD RATE | PAR VALUE | MATURITY DATE | REPLACEMENT RESERVE | MAINTENANCE RESERVE | INS DEDUCTIBLE RESERVE | OTHER | TOTAL |
|---------------------------------------|------------|-----------|---------------|---------------------|---------------------|------------------------|------------|--------------|
| UNALLOCATED FUNDS: | | | | | | | | |
| BANK OF AMERICA | | | | | | | 107,978.28 | 107,978.28 |
| ALLOCATED FUNDS: | | | | | | | | |
| MONEY MARKETS | | | | | | | | |
| 100001 ACCESS NATIONAL BANK | 0.10% | | | 110,887.94 | 37,802.88 | 13,711.77 | | 162,402.59 |
| 100002 CAPITAL ONE BANK | 0.30% | | | 234,865.01 | 206.42 | | | 235,071.43 |
| 100003 B OF I FEDERAL BANK | 1.05% | | | 240,345.21 | | | | 240,345.21 |
| CERTIFICATES OF DEPOSIT | | | | | | | | |
| 100010 SYNCHRONY BANK | 1.05% | 97,000 | 09/03/2015 | 99,105.82 | | | | 99,105.82 |
| 100011 SONABANK | 1.10% | 100,000 | 08/08/2016 | 101,477.82 | | | | 101,477.82 |
| 100012 SYNCHRONY BANK | 1.20% | 50,000 | 10/21/2015 | 50,517.37 | | | | 50,517.37 |
| 100013 SONABANK* | 1.00% | 100,000 | 07/18/2017 | 100,003.29 | | | | 100,003.29 |
| 100014 FIRST INTERNET BANK OF INDIANA | 1.00% | 150,000 | 11/07/2015 | 150,225.08 | | | | 150,225.08 |
| 100015 CALIFORNIA FIRST NATIONAL BANK | 1.01% | 150,000 | 11/13/2015 | 150,124.52 | | | | 150,124.52 |
| DUE TO FROM: | | | | | | | | |
| | | | | 1,724.25 | | | (1,724.25) | 0.00 |
| TOTAL | | | | 1,239,276.31 | 38,009.30 | 13,711.77 | 106,254.03 | 1,397,251.41 |

*One free withdrawal penalty after the first year