

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.

July 26, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of June 21, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
 - B) Authorize New CD for one expiring 8/8/17
6. New Business
 - A) PPD Building Maintenance Checklist
 - B) RFQ - Engineering Services
 - C) McFall Berry
7. Unfinished Business - Update Reports
 - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
 - B) Paint Floor At #88 Side Entrance and Under Mat at #91 Rear Entrance
 - C) "Who Pays" - Lawyer to review
 - D) Shampooing Carpets - Status
 - E) New bench at #89 and benches - Have PPD do another pad
 - F) Status of Clay Kenny projects (facia at #91, replace gutter at #91, plywood & shingles at #90, leak in #89-3G)
 - G) Door paint touch up at Bldg. #90.
 - H) Letter Boards for Bldgs #93 and #94 - Status
 - I) Window Washing -

8. Building Representatives

9. Leisure World Board of Directors and Advisory Committee Reports

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting is August 30, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - August 23, 2017, Sullivan Room, 1:00 p.m.

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

June 21, 2017

Sullivan Room – 1:00 P.M.

Res # 8- #13

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, June 21, 2017 at 1:00 p.m.

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrorocco, Secretary; Janet Lazar, Director; Regina Goldsborough, Director; Sigrid Nadeau, Director

Absent: John Dunn, Treasurer

Management: Melissa Pelaez, Director Mutual Services; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Jude Howard, Kristin Doherty, Ann Kyber, Charles Middleton, Connie Costa, Sid Lazar, Laura Rittenberg, Lorraine Gibbins

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.
3. General Manager's Report – The General Manager's Report was presented by Ms. Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
4. Approval of Minutes of May 25, 2017 – The Minutes of the regular meeting held on May 25, 2017 were approved as edited. Section 7L on page 3 was changed to state; Mr. Gervais stated that he will contact Leisure World PPD to have them install the new directory boards for both buildings. And Section 9C on page 4 was changed to state; Mrs. Lazar stated that the Leisure World pool will open late.
5. Treasurer's Report – Mr. Gervais reported on behalf of Mr. Dunn; the Mutual receipts for the month of May were \$116,000, disbursements of \$106,000 which leaves a cash balance in the Operating Account of \$154,108.72. Cash investment total is 1,737,000. Two units were delinquent in monthly assessments, 30 days overdue, but no more than 60 days.
 - 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 Management Company Invoice # 193909 (Dated 5/30/17) in the amount of \$2,200.80 for Annual Flowers- Zinnias for all buildings and signs.

Resolution # 8, 6/21/17

- 2) Mutual 19B Board of Directors approved insurance claim payment of \$1,005.14 to LWMC; Invoice #1702112, Bldg.# 88-3D (Date of service 2/11/17) for the water leak in Unit 3D main water valve, turned off, water went into two units below.

Resolution #9, 6/21/17

- 3) Mutual 19B Board of Directors approve seeking reimbursement of payment from unit owner 15300 Beaverbrook Court, building #88, Unit 3D for insurance claim invoice#1702112 (Date of service 2/11/2017) in the amount of \$1,005.14 for the water leak in Unit 3D main water valve, turned off, water went into two units below.

Resolution #10, 6/21/17

6. New Business-

- A. E&R Proposal# 2829 (Dated 5/8/17) Window Washing- After discussion, upon motion duly made and seconded, the board approved the E&R Window Cleaning Services Proposal # 2829 (Dated 5/8/17) to have all outside windows cleaned of all seven buildings; #88-#94 in the amount of \$4,865.00.

Resolution#11, 6/21/17

- B. McFall & Berry; Deer Repellent Request and Water Request- After discussion, upon motion duly made and seconded, the board approved the Deer Repellent & Watering Request submitted from McFall & Berry. McFall & Berry Landscape Mgt. will apply deer repellent only to appropriate material under duress due to deer browsing in planting beds at the entrance to buildings#88-#94 of the mutual. The monthly invoice amount is based on how much repellent is applied each month, service will be 2xs per month based on weather. McFall & Berry will begin watering and run until Dec. 31, 2017 based on weather conditions and need for watering. The hourly rate is \$42.00 per man

Resolution #12, 6/21/17

- C. Nominations for Service 2017 government Affairs Advisory Committee- Mr. Gervais stated that the Board Chair of Directors sent out the notice looking for nominations, those that want to serve on the committee are asked to submit a form for approval by the Mutual 19B Board.

7. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects- Mr. Gervais stated that Mr. Dunn will follow up with the Board regarding the Special Project requesting engineers to inspected the mutual buildings.
- B. Sight Distance Area at Elkrigde Way- PPD is scheduled to do project in July.
- C. Paint Floor at Bldg.# 88 Side Entrance and under mat at Bldg.# 91 Rear Entrance- After discussion, upon motion duly made and seconded, the board approved the proposal & payment to Palmer Brothers Painting & General Contracting, Inc. Proposal # 40533 (Dated 6/21/17) floor painting services at bldg.# 88 side entrance and under the mat at bldg.#91 rear entrance in the amount of \$500.00.

Resoultion#13, 6/21/17

- D. “Who Pays” Comments- Mr. Gervais stated he will contact the lawyer for review.
 - E. Shampooing Carpets- Roberta will follow up with Stansbury of when the completion was done of all seven buildings.
 - F. CCOC Annual Report of Renters- Mr. Gervais informed the Board that there is a total of 46 renters in Mutual 19B.
 - G. New bench at #89 and benches- Mr. Gervais stated he will follow up of when to expect the bench to be installed.
 - H. No smoking signs for buildings- Mr. Gervais stated that he will reach out to PPD to have the five new signs put up outside the buildings.
 - I. Status of Clay Kenny Projects (Facia at #91, replace gutter at #91, plywood & shingles at #90, leak in #89-3G)- Roberta stated she will follow up with Clay Kenney.
 - J. Interior Unit Door paint touch up at Bldg. #90- Mr. Gervais stated that Ronny felt that it would not work to proceed with touch up areas with paint, he stated that the all need to be repainted.
 - K. Letter Boards for Bldgs. #93 and #94 (Need to install)- Mr. Gervais suggest to the Board to have PPD to paint around the exposed areas.
 - L. Pat Ritter; Request to clean roof area over entrance to Bldg.# 91- Board approved having the gutters cleaned at building #91 by PPD.
8. Leisure World Board of Directors Report- Mr. Gervais reported included: (1) They did not meet since his last report to the Board. (2) Jolene King will be leaving Leisure World. (3) Still discussion about the new Administration Building and items to be approved.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- No report now.
 - B. Restaurant- Ms. Mastrorocco’ report included: (1) Signal Financial Credit Union (SFFCU) will conduct a **“Meet & Greet”** open house event in July, the dates are posted in the LW News. They will tentatively set to open the first week in August. (2) Recommendation for the automatic doors for the Terrace Room will be presented to the LW Board for approval. Once approved by management, they will be installed and get the money from the contingency fund. (3) Recommendation to revise the Restaurant Advisory Committee charter to include review of all government inspection report and license requirements and review for compliance has been sent to the LWCC Board of Directors. (4) Chair slides and table feet have been ordered to replace those missing and damaged. The extras will be installed by PPD when directed by the restaurant staff. (5) The chairs of the Restaurant and Health Advisory Committees met with Ed Richardson of Perrie LCC concerning the health conditions of the restaurant. (6) The committee discussed the services rendered at the restaurants, they recommended an outside professional to perform their duties in a manner that interacts with the diner, example introduce themselves and smile. (7) A new chef, Brad Smith, has been hired to work in Clubhouse I and run the banquet catering. (8) Problems has been reported concerning group/party/banquet requests at the restaurants, when

they book the rooms. The committee discussed the insertion of an article in the LW News on what they need to do with requesting a room with the E&R Department.

- C. Education & Recreation- Ms. Lazar report included: (1) Nicole Gerke stated that there is good progress for the new fitness center; structure is up and the roof will be placed on soon. Expected to open at the end of August beginning of September. (2) The additional work of reinforcing the foundation soil costed \$25,000 and other additional structural support costed \$15,000. Thus, the entire \$80,000 contingency fund has been spent. (3) The opening of the outdoor pool was delayed. (4) There were only 22 entries for the 4th of July Parade this year. The Sherriff's color guard will be in attendance. (5) Many options for entry into the fitness center such as fobs and special keys were discussed. (6) The PPD Advisory Committee recommended putting automatic doors at the end of Clubhouse II near the activities room. (7) It was moved and passed to modify the E&R policy to clarify for waving fees for last minute request for room usage. All requests must be made within 72 hours of the requested day, and only certain room can be used. (8) A survey of users of Eyre Travel is underway.
- D. Physical Properties Department- Mr. Lazar stated that there was no meeting this month.
- E. Health- Mr. Lederman reported on behalf of Mrs. Lederman: (1) The Committee continues monitoring of restaurant inspections. (2) Proposed pilot project of a walk-in clinic at the Medical Center is still being considered. (3) Wednesday, July 12 at 2:00pm in Clubhouse I, Tania Marek, a Urogynecology Nurse, will address concerns of older women.
- F. Tennis- Mr. Gervais stated that the committee just discussed the proper court time schedule.
- G. Landscape- No report at this time.
- 10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
- 11. Unit Owners – All reports were noted.
- 12. Open Forum- None
- 13. Adjournment- The meeting adjourned at 3:43 p.m.

Next Agenda Meeting- July 19, 2017, Sullivan Room, 1:00 p.m.

Next Regular Meeting- July 26, 2017, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
106,911	106,911	641,466	641,466	0	641,466	0
1,513	754	8,391	4,524	759	4,524	3,867
75	0	360	0	75	0	360
18,095	0	45,246	0	18,095	0	45,246
(24,430)	(23,671)	(145,889)	(142,026)	(759)	(142,026)	(3,863)
102,164	83,994	549,574	503,964	18,170	503,964	45,610
88	88	525	528	1	528	3
1,000	0	4,050	4,400	(1,000)	4,400	350
4,298	4,298	25,788	25,788	0	25,788	0
272	256	1,628	1,536	(16)	1,536	(92)
900	976	5,400	5,856	76	5,856	456
0	0	742	0	0	0	(742)
6,557	5,618	38,133	38,108	(939)	38,108	(25)
1,499	1,500	8,996	9,000	1	9,000	4
0	333	0	1,998	333	1,998	1,998
214	292	2,617	1,748	78	1,748	(869)
0	333	3,085	1,998	333	1,998	(1,087)
0	83	0	498	83	498	498
363	83	363	498	(280)	498	135
0	167	5,407	998	167	998	(4,409)
9,852	1,333	10,372	7,998	(8,519)	7,998	(2,374)
176	176	1,056	1,056	0	1,056	0
12,105	4,300	31,897	25,792	(7,805)	25,792	(6,105)
1,561	2,450	16,033	19,250	889	19,250	3,217
0	(455)	0	(3,571)	(455)	(3,571)	(3,571)
8,495	12,600	90,392	99,000	4,105	99,000	8,608
0	(1,098)	0	(8,631)	(1,098)	(8,631)	(8,631)
8,108	10,042	45,010	50,209	1,934	50,209	5,199
18,164	23,539	151,435	156,257	5,375	156,257	4,822
0	167	0	998	167	998	998

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2017

07/13/2017
 8:27 AM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	208	0	1,248	208	1,248	1,248
0	0	634	0	0	0	(634)
0	375	634	2,246	375	2,246	1,612
5,105	0	7,130	0	(5,105)	0	(7,130)
8,050	0	8,050	0	(8,050)	0	(8,050)
224	0	2,796	0	(224)	0	(2,796)
444	0	1,899	0	(444)	0	(1,899)
194	0	779	0	(194)	0	(779)
545	0	794	0	(545)	0	(794)
132	0	821	0	(132)	0	(821)
2,901	0	19,384	0	(2,901)	0	(19,384)
500	0	3,104	0	(500)	0	(3,104)
0	0	205	0	0	0	(205)
0	0	284	0	0	0	(284)
18,095	0	45,246	0	(18,095)	0	(45,246)
54,921	33,832	267,345	222,403	(21,089)	222,403	(44,942)
7,116	6,384	42,278	38,303	(732)	38,303	(3,975)
2,746	2,564	16,105	15,385	(182)	15,385	(720)
2,152	2,138	13,099	12,826	(14)	12,826	(273)
(186)	(130)	(186)	(782)	56	(782)	(596)
186	181	1,113	1,081	(5)	1,081	(32)
(520)	(544)	(2,820)	(3,263)	(24)	(3,263)	(443)
0	126	1,050	756	126	756	(294)
1,394	1,394	8,369	8,369	0	8,369	0
1,633	1,634	9,834	9,802	1	9,802	(32)
6,494	6,510	38,964	39,060	16	39,060	96
1,039	1,044	6,234	6,260	5	6,260	26
4,639	4,954	28,017	29,723	315	29,723	1,706
482	544	3,934	3,263	62	3,263	(671)
891	876	4,676	5,252	(15)	5,252	576
186	210	1,113	1,260	24	1,260	147
111	111	668	670	0	670	2
248	248	1,486	1,486	0	1,486	0
4,685	4,685	28,111	28,111	0	28,111	0
92	92	557	557	0	557	0
116	116	690	690	0	690	0
1,283	1,283	7,699	7,699	0	7,699	0
TOTAL RESERVE EXPENSES						
TOTAL OPERATING EXPENSES						
COMMUNITY FACILITIES						
10 Administration	7100	42,278	38,303	(732)	38,303	(3,975)
20 Education & Recreation	7100	16,105	15,385	(182)	15,385	(720)
21 Club House II	7100	13,099	12,826	(14)	12,826	(273)
22 LW News	7100	(186)	(782)	56	(782)	(596)
25 Food Service	7100	1,113	1,081	(5)	1,081	(32)
30 Medical Center	7100	(2,820)	(3,263)	(24)	(3,263)	(443)
40 PPD Management	7100	1,050	756	126	756	(294)
41 Grounds	7100	8,369	8,369	0	8,369	0
43 Trash	7100	9,834	9,802	1	9,802	(32)
58 TV	7100	38,964	39,060	16	39,060	96
60 Transportation	7100	6,234	6,260	5	6,260	26
65 Security	7100	28,017	29,723	315	29,723	1,706
70 Street Lights	7100	3,934	3,263	62	3,263	(671)
80 Golf Course	7100	4,676	5,252	(15)	5,252	576
81 Pro Shop	7100	1,113	1,260	24	1,260	147
85 Comm Call System	7100	668	670	0	670	2
90 Snow Reserve	7100	1,486	1,486	0	1,486	0
92 Prop Maint Rsv	7100	28,111	28,111	0	28,111	0
93 Contg Rsv	7100	557	557	0	557	0
94 New Equip Fund	7100	690	690	0	690	0
95 Repl Rsv	7100	7,699	7,699	0	7,699	0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	546	0	3,276	546	3,276	3,276
34,787	34,966	210,993	209,784	179	209,784	(1,209)
5,059	4,372	30,127	26,230	(687)	26,230	(3,897)
4,313	4,313	25,877	25,877	0	25,877	0
0	0	743	0	0	0	(743)
223	307	1,932	1,837	84	1,837	(95)
3,260	3,260	19,563	19,563	0	19,563	0
223	61	966	365	(162)	365	(601)
0	214	0	1,286	214	1,286	1,286
13,077	12,527	79,207	75,158	(550)	75,158	(4,049)
102,785	81,325	557,545	507,345	(21,460)	507,345	(50,200)
(621)	2,669	(7,971)	(3,381)	(3,290)	(3,381)	(4,590)

98 Salary Adjustment
TOTAL COMMUNITY FACILITIES
MUTUAL OPERATING
10 Administration
41 Grounds
42 Special Projects
44 Community Services
50 Janitorial
52 After Hours
100 Salary Adjustment

TOTAL MUTUAL OPERATING
TOTAL EXPENSES
INCOME/DEFICIT

MUTUAL 19B
CASH INVESTMENTS
June 30, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							153,983.49	153,983.49
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	0.99%			145,211.69	80,767.04	13,308.94		239,287.67
100016	B OF I FEDERAL BANK	0.80%			229,057.89				229,057.89
	CONGRESSIONAL BANK	0.70%			111,889.55	52,151.59	11,920.35		175,961.49
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.25%	103,356.60	08/08/2017	104,437.71				104,437.71
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,797.29				51,797.29
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	154,382.94				154,382.94
100017	EVER BANK	1.60%	100,696.94	10/03/2019	101,892.71				101,892.71
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:					1,683.00	32.69	0.00	(1,715.69)	
TOTAL					1,430,542.59	132,951.32	25,229.29	152,267.80	1,740,991.00

GENERAL MANAGER'S REPORT

July 2017

COMMUNITY TOPICS

1. Finances -

Operations were over budget approximately \$14,000 in the month of June.

Year-to-date operating expenses are \$14,100 over budget.

As of 6/30/17, there were 205 property transfers which generated approximately \$830,000 in contributions.

2. Signal Financial meet and greets and account sign ups.

Tuesday – July 11th, 18th, and 25th from 2:00 – 3:30 at Clubhouse 1.

The first two events will be held in the Ballroom.

The final event will be held in the Maryland Room.

On July 13th, 20th, and 27th, Signal Financial will have associates available in the Ballroom from 2:00p.m. to 4:00 p.m. for residents interested in opening an account.

3. Budget Forum –

A forum will be held August 9th at 2:00 p.m. in Clubhouse 1

4. Recruitment

New Hires:

Leo Fangmeyer-Golf Technician
Bogdan Kyselyov- Golf Technician
Tristan Pelaez- Golf Technician
Owen Peters- Golf Technician
Paul Weise- Golf Technician
Hans Wicklein- Golf Technician
Ann Johnson-Social Worker
Terria Smith-Administrative Assistant (E&R)
Catherine Seger-Property Manager (Fairways South)
Mayra Martinez-CSR (PPD)

Transfers:

Tim Matthews – Property Maintenance Coordinator – Montgomery Mutual
Jairo Monroy- Building Engineer – Fairways South

Departures:

Jolene King – Assistant General Manager Facilities & Service (July 14th)
Marlene Smith-Executive Secretary
Lucy Dratman-CSR-PPD
Tim Coursen-Assistant General Manager Property Management

Open Positions:

Golf Course Technician – Golf Maintenance
Golf Course Technician – Seasonal/Summer Golf Maintenance
Security Guard – Security & Transportation
Recycling Driver – PPD Sanitation/Recycling
HVAC Service Technician – PPD
HVAC Foreman - (PPD)
Service Plumber – Plumbing - PPD
Shuttle Bus Driver - (S&T)
Administrative Assistant (Trust Services)

Filled Positions:

Social Worker-LCSW-C - Social Services
Property Manager – Fairways South
Property Maintenance Coordinator
Building Engineer – Fairways South
Customer Service Representative (PPD)
Administrative Assistant (E&R)