

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

July 27, 2016
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of June 22, 2016 Meeting
5. Leisure World Board of Directors Report
6. Treasurer's Report
 - a) CD due from Sonabank on 8/8/16 (\$100,000 @1.1%)
 - b) CD due from Synchrony Bank (\$97,000 @ 1.25%)
 - c) Invoices for Payment -
 1. Palmer Brothers #84714, dated 2/22/16 for \$6,266.66 Bldg. #94, wallpaper
 2. Palmer Brothers #84817, dated 3/22/16 for \$1,760.00 Bldg. #9?, strip carpet-beyond contract
 3. Palmer Brothers #84816, dated 3/22/16 for \$2,020.00 Bldg. #94, wall repair-beyond contract
 4. Palmer Brothers #84827, dated 3/24/16 for \$5,600.00 Bldg. #94, paint 2 stairwells
 5. McFall Berry #187372, dated 7/18/16 for \$2,464.00 for proposal #16103R
 6. DHCA #000170000016522, dated 6/29/16 for \$1,050.00 COC Fee 7/1-6/30 @ \$5/unit
 7. Dorma #290932, dated 7/6/16 for \$2,275 for 7/1-6/30 preventive maintenance automatic doors
 8. LW Physical Properties #87611, dated 7/19/16 for \$5,250.00 for painting 6 doors per building
7. Unfinished Business - Update Reports
 - a) Window cleaning
 - b) Painting exterior and trash doors
 - c) Dryer Vent Cleaning - PPD (3/30), \$15,960.00, W/O #87480, not yet scheduled
 - d) Corner Guards - Bldg.#91, Bldg.#92, Bldg.#93, Bldg.#94
 - e) Cleaning of gutters
 - f) Brick, parking area, downspout engineer inspections
 - g) Quote from PPD for painting of front door benches
 - h) McFall Berry - Proposal #16103, 4/18/16 for \$2,880 - Status
 - i) McFall Berry - Proposal #16193 dated 6/2/16 for \$360.00, Remove 2 Trees #90/91 - Status
 - j) Final Rules Document for website and new owners - status
 - k) Stair problem at Bldg.#93 and Bldg.#94

- l) % of Rental Units Report - Total=36 (#88=6, #89=9, #90=8, #91=5, #92=5, #93=2, #94=1)
- m) Board position openings
- n) Removal of Pepco logs near Bldg. #91, termites, and drainage problems - Beth Urban
- o) Overdue claims

8. New Business

- a) McFall Berry - Proposal #16192R dated 6/2/16 for \$2,900.00
(Bldg. #91 Entrance \$660, Between #90 & #91 \$385, #91 \$400, #94 5 items totaling \$1,390)
- b) McFall Berry - Proposal #16194 dated 6/2/16 for \$325.00 (Bldg. #88, 3-3 gal. & 2-5 gal. Shrubs)

9. Advisory Committee Reports

10. Building Representatives

11. Unit Owners

12. Open Forum

13. Adjournment

14. Next Regular Meeting - August 31, 2016, Sullivan Room, 1:00 p.m.

15. Next Agenda Meeting - August 24, 2016, Sullivan Room, 1:00 p.m.

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

JUNE 22, 2016

SULLIVAN 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, June 22, 2016 at 1:00 p.m.

Directors Present: John Gervais, President; Larry Damsky, Vice President; John Dunn, Treasurer; Rita Mastrorocco, Secretary; and Richard Lederman, Director.

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

1. Call to Order – Mr. Gervais called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda was approved as presented.
3. General Manager’s Report – The General Manager’s Report was presented by Mr. Coursen. It was received, noted and made a part of the record.
4. Approval of Minutes of May 25, 2016 – The minutes of the regular meeting held on May 25, 2016 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky reported there was no Leisure World Board of Directors’ Meeting held for this month yet, it will be held next week.
6. Treasurer’s Report – Mr. Dunn distributed copies of the Monthly Treasurer’s Report. The report provided an update on the balance in the Operating Account. There are no delinquencies for this month.
 - a. Approval of Bills-Upon motion duly made and seconded, the Board agreed:

To authorize payment to McFall & Berry in the amount of \$ 2,965.80 for the 2016 summer annuals

Resolution #137, 6/22/2016

To authorize payment to American Protective Services in the amount of \$ 4,505.00 for a fire watch for Building #94 completed on February 16- 29 2016 (Invoice # Lw-01-2016 Dated 5/27/2016).

Resolution #138, 6/22/2016

7. Unfinished Business-

a. Approve Rules Document- Upon motion duly made and seconded, the Board agreed:

To accept the proposed Rules with the corrections regarding the push buttons in the elevators and the Mutual Assistant's phone number. The rules are to be effective June 22, 2016.

Resolution #126, 6/22/2016

- b. Window Cleaning- The window cleaning is scheduled to start July 11, 2016 with E/R Services. They will be notifying residents via notices on bulletin boards at each building.
- c. Painting Trash & Exterior Doors- The painting of the trash & exterior doors is Scheduled with Physical Properties for July 7-July 16.
- d. Dryer Vent Cleaning- Physical Properties will be completing the Dryer Vent Cleaning. It has been submitted with work order number 87480, however it is not scheduled as of yet.
- e. Inspect Exterior Walls- The inspection of exterior walls was suggested by the previous Reserve Study. This has been submitted to Ronnie Cabrera in Special Projects to complete this inspection.
- f. Inspect Parking & Street Areas- The inspection of parking and street areas was suggested by the previous Reserve Study. This has been submitted to Ronnie Cabrera in Special Projects to complete this inspection.
- g. Corner Guards- Physical properties will be placing the corner guards on the buildings who did not receive them from the remodel, the parts however are on order.
- h. Status of Cleaning of Gutters in All Buildings- A discussion ensued regarding the status of the various buildings downspouts and gutters. Upon motion duly made and seconded, the Board agreed:

To Inquire to PPD to engage an Engineer company to examine the masonry of the buildings, the parking lots and streets, and the storm management system.

Resolution #127, 6/22/2016

- i. Status of Handicapped Replacement Plate at Building 93- Dorma is the contracting company who will be fixing the handicap push plate in front of Building 93. It has been scheduled and will be completed as soon as possible.
- j. McFall & Berry- A proposal for \$2,880 has been approved by the Board of Directors, however the work has not been started (proposal #16103 dated 4/18/2016).
- k. ABM- Ms. Pat Ritter submitted an ABM for replacing/repairing windows for approval. Upon motion duly made and seconded, the Board agreed:

To accept Pat Ritters and Pam Gaelefs ABM for window replacement and repair subject to Physical Properties Approval.

Resolution #128, 6/22/2016

- l. Percent of Rental Units Report- The Board would like to obtain a copy of the rental report that was submitted to the CCOC.
- m. Stair Problem at Building #93 and Building #94- Mr. Dunn completed a walkthrough of these two buildings with Ronnie Cabrera, where a list of items was created for future completion. The only item left from this list is the unnecessary glue on the steps. This has not been completed as of yet because the solvents needed to remove the glue is very harsh. There are three options that can be completed to make the stairs safer and less dirty; this list includes re-carpeting the stairs, putting treads on the stairs, or putting a mat by the doors to reduce debris coming onto the stairs. Mr. Dunn will come back with cost proposals for fixing the stair problems in various buildings at the next meeting.
- n. Overdue Claims- A discussion ensued regarding the various outstanding insurance claims. The Board will consider these claims at the Agenda meeting on July 20, 2016 so that all paperwork can be obtained. Upon motion duly made and seconded, the Board agreed:

To temporary waive all Physical Properties Department sanctions against any outstanding claims on the list presented to the Board on the June 22, 2016.

Resolution #129, 6/22/2016

8. New Business-

- a. Board Resignations- Mr. Gervais stated there have been two Board resignations, Ms. Sandra Broadhurst as of May 25, 2016 and Janet Lazar as of May 27, 2016. Mr. Gervais would like to express his thanks to those individuals as well as Virginia Austin whose term expired in May 2016. Upon motion duly made and seconded, the Board agreed:

To accept the Board resignations from Sandra Boradhurst and Janet Lazar.

Resolution #130, 6/22/2016

- b. Appointment of Secretary of the Board- Upon motion duly made and seconded, the Board agreed:

To accept Rita Mastrorocco as the Board Secretary of Mutual 19B.

Resolution #131, 6/22/2016

- c. Select LW Board Representatives and Two Backups- Upon motion duly made and seconded, the Board agreed:

To accept Larry Damsky as representative to the Leisure World Board, John Gervais as first back up, and Richard Lederman as second backup.

Resolution #132, 6/22/2016

- d. Board Position Openings- There are currently two Board vacancies that the Board would like to fill for the remainder of the year. There will be notices placed on bulletin boards at all of the buildings. Upon motion duly made and seconded, the Board agreed:

If anyone is interested in being on the Board please complete and submit a statement of candidacy form, which will be placed around the various buildings, before July 20, 2016 to Marygrace Serra, Mutual Assistant.

Resolution #133, 6/22/2016

- e. Authorize Obtaining quote from PPD for Painting of Front Door Benches- Upon motion duly made and seconded, the Board agreed:

To obtain a quote form PPD for potential repair and painting of the front benches at each building.

Resolution #134, 6/22/2016

- f. Approve Deer Netting Proposal from McFall & Berry- Upon motion duly made and seconded, the Board agreed:

To approve the placement of deer netting on various planting beds for \$270.00 (proposal #16189 dated 5/30/2016).

Resolution #135, 6/22/2016

- g. Approve McFall & Berry- Upon motion duly made and seconded, the Board agreed:

To approve the proposal to remove two trees near Building #91 for \$360.00 (proposal #16193 dated 6/2/2016).

Resolution #136 6/22/2016

- h. McFall & Berry proposal- This proposal for landscaping at buildings #93 and #94 will be held off until next month.

- i. Bats- Ms. Costa called Montgomery animal Control to remove and test the bat in Building #89. Animal Control removed and tested the Bat for rabies, the bat was not infected. Mr. Dunn reported Adcock Trapping came out to inspect the bat issue in Building #94. A walk through of the attic of Building #94 was completed where several holes were found in the attic, not in the building.

- j. Hall Damage Behind Chairs in Lobby at Building #92- Mr. Gervais and Mr. Dunn will look at the damage and determine what should be done to fix this issue.

- k. Commission on Common Ownership Communities Certification's- Mr. Gervais and Mr. Lederman both have completed the required course for newly elected board members on Common Ownership Communities, both passing.

- l. Timeline for Budget- There will be a proposed budget for consideration at the August meeting from the Leisure World Budget Advisory Committee.

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 3:49 p.m.

Rita Mastrococco, Secretary

Mutual 19B

Bank of America Operating Account
CASH ACTIVITY REPORT

June 30, 2016

Balance Forward

\$125,970.83

Total Receipts (See Attached)

\$119,553.54

Total Disbursements (See Attached)

(\$89,610.49)

Cash Balance

\$155,913.88

MUTUAL 19B
CASH INVESTMENTS
 June 30, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							155,913.88	155,913.88
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	1.10%			143,239.00	79,947.98	13,174.00		236,360.98
	CAPITAL ONE BANK	0.30%			166,201.75	221.74			166,423.49
100003	B OF I FEDERAL BANK	0.80%			242,610.88				242,610.88
100016	CONGRESSIONAL BANK	0.70%			80,648.70	27,050.71	3,670.02		111,369.43
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.10%	100,000.00	08/08/2016	103,166.86				103,166.86
100010	SYNCHRONY BANK	1.25%	97,000.00	09/03/2016	100,421.12				100,421.12
100014	FIRST INTERNET BANK OF INDIANA	1.00%	150,000.00	11/07/2016	151,735.48				151,735.48
100015	CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000.00	11/13/2016	152,541.84				152,541.84
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,171.54				51,171.54
100013	SONABANK*	1.00%	100,003.29	07/18/2017	100,003.29				100,003.29
	DUE TO FROM:				871.50	(584.58)		(286.92)	
TOTAL					1,292,611.96	106,635.85	16,844.02	155,626.96	1,571,718.79

*One free withdrawal penalty after the first year

GENERAL MANAGER'S REPORT

July 2016

COMMUNITY TOPICS

1. Finances —

For the month ending June 30, net operating expenses were approximately \$52,000 under budget. Year-to-date, operating expenses are approximately \$97,000 under budget.

There were 50 property transfers in the month of June, which created a contribution to the reserve of approximately \$204,000.00. Year to date, there have been 186 property transfers, which have generated contributions of approximately \$722,000.

2. Budget 2017 —

A Budget Forum has been scheduled for Thursday, July 28, at 3:00 p.m. in the Ballroom. Please call the E&R Office at 301-598-1300 if you plan to attend.

3. Special Meeting 7/12/16 —

At a special meeting of the LWCC Board of Directors, the Board adopted an organization chart for the Leisure World of Maryland Corporation. Attached please find a copy of the organization chart.

LEISURE WORLD OF MARYLAND CORPORATION

1. Administrative Assignments —

Attached please find a listing of current administrative support service assignments, effective July 2016.

2. 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 — Security & Transportation
David Estes — Postal Clerk — Post Office

Resignations

Nancy Gordon — Administration
Victor Aquino — Security & Transportation
Kevin Foley Vehicle Maintenance — PPD

Open Positions

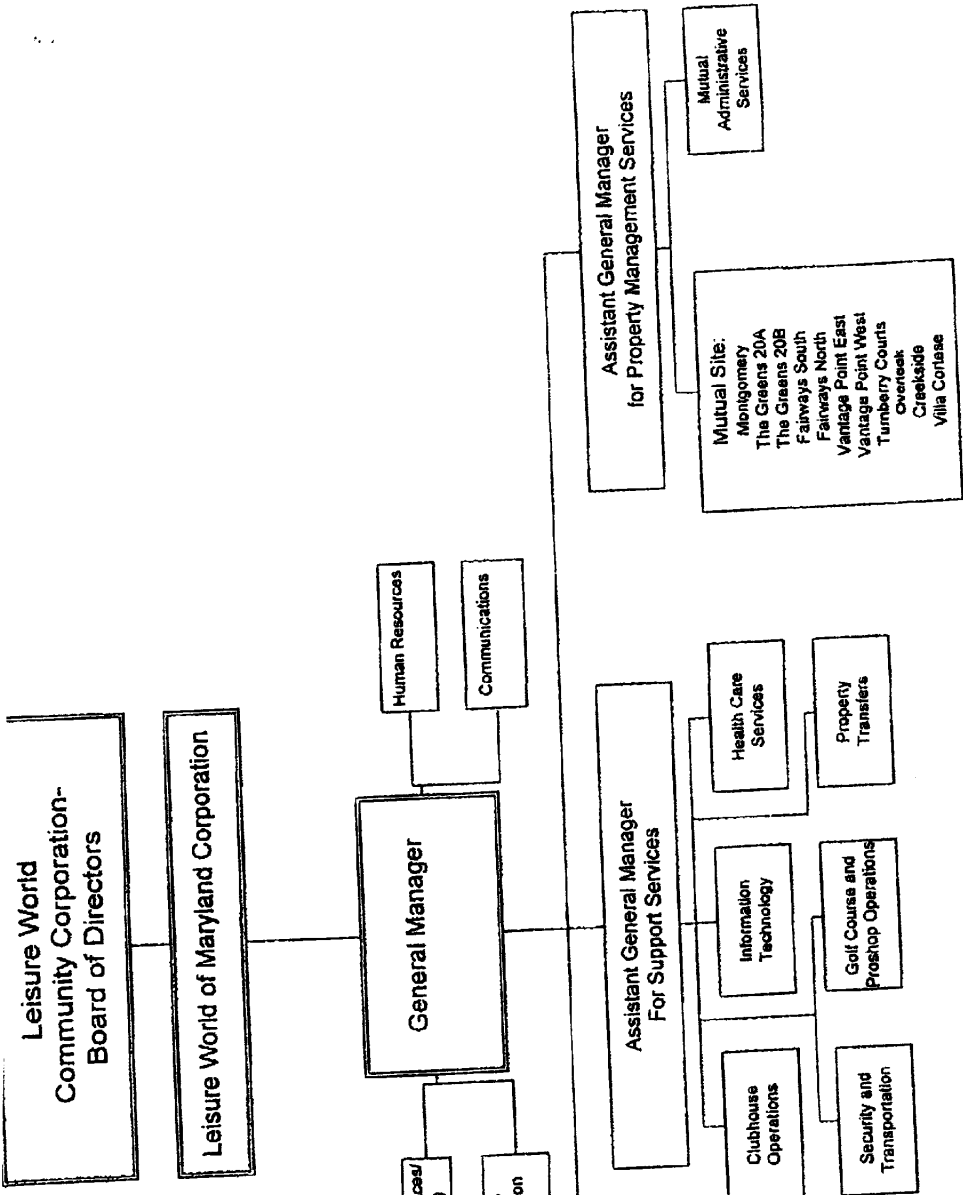
Administrative Assistant — Administration
Golf Course Attendant
Golf Course Technician II
HVAC Foreman
Security Guard
Special Police Officer
Supplemental Transportation Driver
Shuttle Bus Driver

Filled Positions

Postal Clerk

Leisure World of Maryland Corporation Organization Chart

Officers:
 Kevin Flannery, President
 Jim Cousins, Vice President
 Iolene King, Vice President
 Dawn Gaynor, Treasurer
 Bernice Sommer, Secretary



Updated: July 12, 2016