

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

JULY 29, 2015
MONTGOMERY ROOM – 7:00 P.M.

AGENDA

1. Call to Order
2. General Manager's Report – Jolene King
3. Approval of Minutes of June 24, 2015
4. Leisure World Board of Directors Report
5. Treasurer's Report
6. Old Business
 - a. Discussion of Limiting Rental Units
 - b. Status of Rule Changes
 - c. Railing at Bldg. 92 Estimates
 - d. Window Washing Estimates
 - e. Building Lighting
 - f. New Bench at #88 Lobby
 - g. Replace/Repair Bench at #93
7. New Business
 - a. Structural Repairs – Bldg. 94 & Bldg. 93
 - b. Renovations at Bldg. 93 & 94
 - c. Review of 2016 Budget
 - d. Approval of Payment of Bills by Ms. Maselka Up To \$1,000
 - e. Bldg. 94 Drainage
 - f. Waive Late Fee of \$15 – 90-2H
 - g. Privacy Fence at Electric Generators
 - h. Advisory Committee Recommendations
 - i. New Building Rep Required for Bldg. 90
 - j. McFall & Berry Proposals – Jude Howard
8. Advisory Committee Reports
9. Building Representatives
10. Unit Owners
11. Open Forum - 3 Minutes Each to Address Board
12. Adjournment
13. Next Meeting: Wed. August 26, 2015 at 1:00 P.M. – Sullivan Room

GENERAL MANAGER'S REPORT

July 2015

COMMUNITY TOPICS

1. Finances –

The year-to-date operating surplus as of the end of May was approximately \$62,000. Financial statements for the month of June will be published the week of July 13th. Management estimates a surplus in the month of June of approximately \$20,000-\$25,000. At the mid-point of the operating year, management estimates that the year-to-date operating surplus will be approximately \$82,000-\$87,000.

2. Property Transfers –

Management estimates there will be approximately 40 property transfers in the community in the month of June, generating approximately \$150,000 in contributions.

3. 2016 Budget Process –

In July, management will provide proposed operating budgets to the following committees:

Budget & Finance	7/8/15, 2:00 p.m., Sullivan Room
Security & Transportation	7/9/15, 9:30 a.m., CH I
Landscape	7/9/15, 9:30 a.m., CH II
Golf & Greens	7/10/15, 9:00 a.m., CH I
Health	7/15/15, 2:00 p.m., CH I
Leisure World News	7/16/15, 10:00 a.m., CH I
Restaurant	7/20/15, 10:00 a.m., CH I
Education & Recreation	7/21/15, 9:30 a.m., CH I
Physical Properties	7/21/15, 9:30 a.m., CH II

At the July meeting of the LWCC Board of Directors, which will be held on Tuesday, July 28th, the Chairman of the Budget & Finance Advisory Committee will provide a summary report of the 2016 operating budget to the Board of Directors.

4. Fiber-Optic Project Update –

Final testing was completed on July 1st. Management is working with Hartman Advisors reviewing options for stage 2, which includes the purchase or possible lease of required electronics, and implementation.

5. Independence Day Celebrations –

Management would like to extend thanks to all members of the LWCC and to all residents who marched in the Parade, as well as to those who attended.

Feedback has been very positive, and we appreciate everyone's participation, which helped to make the event a success.

6. Ballroom Renovation --

A Special Meeting of the LWCC Board of Directors was held on 6/17/15, at which time the Board approved a contract for the Ballroom Renovation project. Work began the week of June 22nd and is estimated to be completed by mid-September.

LEISURE WORLD OF MARYLAND CORPORATION

1. New Hires/Resignations --

NEW HIRES

JUNE

Aaron Eng (Request to hire paperwork is in the process for approvals) Golf Course Technician. Tentative Start Date 6-26-15

John Rowe (Service Plumber) Tentative Start Date 6-29-15

OPEN POSITIONS

Assistant to Executive Secretary/Administration

Service Plumber -- Plumbing Dept. -- PPD - (In the process of being filled)

Golf Course Technician(s)

Golf Shop Personnel

HVAC Mechanic

Property Manager -- Fairways South

RESIGNATIONS

David Eller -- Golf Course Technician - Effective 6/8/15

Andrew Estrain -- Golf Course Technician -- Effective 6/8/15

Timothy Holt -- Golf Course Technician -- Effective 6/8/15

Octavia Kelley -- Security Guard - Effective 6/15/15

REGULAR MEETING - BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF
MUTUAL 19-B – CONDOMINIUM OF ROSSMOOR, INC.
June 24, 2015

Res. #12- #25

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, June 24, 2015 at 1:00 p.m.

Present were Directors Larry Damsky, Jack Dunn, Rita Mastrorocco, Sandra Broadhurst, and John Gervais.

Building Representatives attending the meeting were Connie Costa (89), Rita Mastrorocco and Romeo Fagiolo (92). Also attending the meeting were Tim Coursen, Assistant General Manager; and Jessie Maselka, Mutual Assistant.

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

1. Call to Order – Mr. Damsky called the meeting to order at 1:00 p.m.
2. General Manager's Report - The General Manager's Report for June 2015, presented by Mr. Coursen, was received, noted and made a part of the record.
3. Approval of Minutes – Upon motion made by Mr. Dunn and seconded by Ms. Mastrorocco, the minutes of the regular meeting held on May 27, 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 – Mr. Dunn 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:

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

2,079.33 – LWMC 60038 – Reattached falling ceilings with screws. Patched, sprayed texture, painted ceilings in master bedroom, 2nd bedroom, hallway and dining room. Bunge/Rochen 90-3B

Resolution #12 6/24/2015

Cutoff Date – Upon motion made by Mr. Dunn and seconded by Ms. Mastrorocco, the Board agreed that the last day to submit bills for payment would be the last Friday before the Board meeting.

RESOLVED, that the Mutual 19B Board of Directors agrees that the last day to submit bills for payment would be the last Friday before the Board meeting.

Resolution #13 6/24/2015

6. Old Business –

Rental Units – Mr. Gervais inquired about rental units and the ramifications. Mr. Coursen responded that one of the high rises tried to pass a bylaw to cap rental units at 10%. With a cap on rental units, he said that FHA financing is not possible plus a bylaw amendment requires 66 2/3% approval in order to pass.

Status of Rule Changes – This item was tabled.

Building Lighting - The Board is currently considering exterior lighting of the building addresses at each entrance. Physical Properties has been contacted.

New Bench at #88 Lobby – A new lobby bench will be purchased by Ms. Goldsborough for Bldg. 88. She requested an increase of funds for the purchase. Upon motion made by Ms. Mastrococco and seconded by Ms. Broadhurst, the Board approved the purchase of a new lobby bench at #88 not to exceed \$350.

RESOLVED, that the Mutual 19B Board of Directors approves the purchase of a new lobby bench at #88 not to exceed \$350.

Resolution #14 6/24/2015

7. New Business -

Schindler Contract - Upon motion made by Ms. Mastrococco and seconded by Ms. Broadhurst, the Board approved the Schindler elevator contract for 5 years.

RESOLVED, that the Mutual 19B Board of Directors approves the Schindler elevator contract for 5 years at \$18,900 annually with slight increases.

Resolution #15 6/24/2015

Dorma Door Control – Upon motion made by Ms. Mastrococco and seconded by Mr. Dunn, the Board approved the contract for automatic front doors maintenance with Dorma Control for one year at \$2,275.

RESOLVED, that the Mutual 19B Board of Directors approves the contract for automatic front doors maintenance with Dorma Control for one year at \$2,275.

Resolution #16 6/24/2015

McKeever Services – Upon motion made by Ms. Mastrococco and seconded by Mr. Dunn, the Board approved the third contractor for structural foundation work at Bldg. 94 listing the hourly rates for various positions.

RESOLVED, that the Mutual 19B Board of Directors approves the third contractor for structural foundation work at Bldg. 94 listing the hourly rates for various positions.

Resolution #17 6/24/2015

E&R Window Washing - Upon motion made by Ms. Mastrococco and seconded by Ms. Broadhurst, the Board tabled this motion and agreed to obtain additional estimates for window washing.

RESOLVED that the Mutual 19B Board of Directors tabled the window washing and agreed to obtain additional estimates.

Resolution #18 6/24/2015

PPD Estimate to Paint Trash Room, Storage Room Doors, & Stairwell Doors - The Board amended the Physical Properties bid on the painting of doors to include sanding, removal of peeling paint and replacement of metal strips on the doors. A request to Physical Properties will be made to amend the estimate. Upon motion made by Ms. Mastrorocco and seconded by Mr. Dunn, the Board amended the Physical Properties bid on the painting of doors to include sanding, removal of peeling paint and replacement of metal strips on the doors.

RESOLVED, that the Mutual 19B Board of Directors amended the Physical Properties bid on the painting of doors to include sanding, removal of peeling paint and replacement of metal strips on the doors.

Resolution #19 6/24/2015

McFall & Berry Estimates – Ms. Howard explained the four estimates from McFall & Berry to the Board and residents. Upon motion made by Ms. Mastrorocco and seconded by Mr. Dunn, the Board approved the four estimates.

RESOLVED, that the Mutual 19B Board of Directors approves the McFall & Berry estimates: 15045 for \$1,790; 15053 for \$475; 15282 for \$ 892.50 and 15281 for \$775.

Resolution #20 6/24/2015

Special Projects, Ronny Cabrera – Mr. Cabrera presented his report on the structural repairs for Bldg. 94. He stated that renovations be postponed until the structural repairs are made. He suggested tabling all renovation contracts until the repairs are made. He added that the storage rooms may have been an add-on to the buildings at a later date after the original buildings were built. He noted that the County may have recorded drawings. Mr. Cabrera will be notified first when the building permits are issued by the County. Upon motion made by Ms. Mastrorocco and seconded by Ms. Broadhurst, the Board approved an engineering inspection by Colin McKenzie on the interior and exterior of Bldg. 93.

RESOLVED, that the Mutual 19B Board of Directors approves the engineering inspection by Colin McKenzie on the interior and exterior of Bldg. 93.

Resolution #21 6/24/2015

Upon motion made by Ms. Mastrorocco and seconded by Mr. Dunn, the Board approved to defer all interior contracts until after Bldg., 93 and Bldg. 94 repairs are made and final.

RESOLVED, that the Mutual 19B Board of Directors approves to defer all interior contracts until after Bldg., 93 and Bldg. 94 structural repairs are made and final.

Resolution #22 6/24/2015

ABM Approval – Upon motion made by Ms. Mastrorocco and seconded by Ms. Broadhurst, the Board approved the Wollner ABM of 91-1D for the approval of windows by Skyline Development of Annapolis MD.

RESOLVED, that the Mutual 19B Board of Directors approves the ABM for Wollner 91-1D for the installation of windows by Skyline Development of Annapolis MD.

Resolution #23 6/24/2015

Drainage at Bldg. 94 - Mr. Dunn stated that he had met with Nicole Gerke, PPD, and Aaron Tenley, Grounds, to inspect the drainage problem at Bldg. 94. Water flows toward unit 94-1G and seeps on the right hand side. It was suggested to build a "French drain" and add a pipe to the catch basin. Mr. Dunn suggested sending an email to Ms. Maselka who will forward a request for inspection to Ronny Cabrera. Mr. Fry added that Bldg. 93's front area remains swampy and should be inspected as well. Mr. Cabrera will inspect Bldg. 93 and 94 drainage problems.

Power Outage = Mr. Coursen stated that when three buildings lost power recently that three transformers had lost power at the wood shop area and at Chiswick Court.

Tree Removal – A resident expressed concern over the removal of trees by Pepco. Mr. Coursen responded that the removal of trees near power lines assists power outages from occurring. Upon motion made by Ms. Mastrococco and seconded by Mr. Gervais, the Board approved the Committee Review on tree removal by Pepco.

RESOLVED, that the Mutual 19B Board of Directors approves the appointment of a Committee Review on future tree removal by Pepco.

Resolution #24 6/24/2015

Upon motion made by Ms. Mastrococco and seconded by Mr. Dunn, the Board approved to defer all interior contracts until after Bldg., 93 and Bldg. 94 structural repairs are made and final.

RESOLVED, that the Mutual 19B Board of Directors approves to defer all interior contracts until after Bldg., 93 and Bldg. 94 repairs are made and final.

Resolution #25 6/24/2015

8. Bldg. Reps -

88 – Ms. Goldsborough stated there was nothing to report.

89 = Ms. Costa reported that two new renters have move into the building.

90 – Ms. Howard reported that new unit owners have moved in.

91 –Ms. Ritter reported that ShenCorp returned to make more repairs to the canopy. Ms. Urban stated that some lobby items were stolen and then found in the trash broken.

93 – Mr. Fry reported that the light in the trash room has been repaired. Pipe end caps still have to be installed at the building by Dynalectric.

94 – Mr. Dunn reported that the building is in good shape and vacancies are being sold.

9. Unit Owners -

92 – Mr. Damsky stated that the curb in front of the building is broken and that the concrete walk damaged by the trash crew and movers.

10. Adjournment - There being no further business to come before the Board, the meeting was adjourned at 3:10 p.m.

Larry Damsky, Vice President

Per Accounting –

Need following approval per Nevila Baboci, Accounting –

Authorize the Mutual Assistant to approve payment of bills up to \$1,000. The Board should specify if the Assistant can approve all bills from the Operating Fund, Maintenance Reserve, and Replacement Reserve or just Operating Fund bills up to \$1,000.

19B Bills for 7/29/2015 --

\$ 2,583.00 – LWMC 60983 – Replacement of stairwell door locks in all buildings

1,790.00 – McFall & Berry 178656 – Landscape work per proposal at Bldg. 93

1,515.64 – LW Ins – Gibbins 89-3F – Washer drain leaked into wall and into unit below to 89-2F. Water damage cleanup. Letter to be sent to owner for Mutual reimbursement.

1,152.90 – LW Ins – Mongelli 93-1E – Main drain backed up into unit – Water damage cleanup

Monthly Treasurer's Report
For the Month Ending: June 30, 2015

Operating Account	
Previous Balance	107,978.28
Total Receipts	114,191.25
Total Disbursements	-87,095.61
New Balance	135,073.92

1. Currently, Mutual 19B spending is running ahead of the planned Budget by approximately \$37,000.
2. The treasurer authorized two checks in excess of \$1000.00 this month. A third, payment for shrubbery around the Power Boxes at Building 93 was delayed to verify that the amount charged reflected the smaller size bushes installed.
3. As of 7/16/2015, we have four accounts in arrears on payments of Condo fees. None are over 30 days.
4. Also attached is the CASH INVESTMENTS Report ending May 31, 2015.