

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

**AUGUST 26, 2015  
SULLIVAN ROOM – 1:00 P.M.**

**AGENDA**

1. Call to Order
2. General Manager's Report
3. Approval of Minutes of July 29, 2015
4. Leisure World Board of Directors Report
  - a. Andrew Stoutenburg & Michael Leby – Engineers - Reserve Advisors
  - b. Tim Ohan, Electrical Engineer, Physical Properties
5. Treasurer's Report
6. Old Business
  - a. Structural Repairs - #94
  - b. Drainage & New Concrete Patio at #94
7. New Business
  - a. 2016 Budget
  - b. Underage Resident – Bldg. 89-1K
  - c. Water Shut Off
  - d. Bldg. 94 Drainage
  - e. Synchrony Bank CD#100010 will mature on Sep 3, 2015. The current term is 15 months at 1.05%. Synchrony Bank has a 12 month promotional CD at 1.25%
  - f. Privacy Fence at Electric Generators
  - g. Possible Railing or Flattened Concrete – Front Entrance Bldg. 90
  - h. Advisory Committee Recommendations
  - i. Maureen McCleary – Holiday Party – Sunday, December 6
  - j. Pesticide Use
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. September 30, 2015 at 1:00 P.M. – Sullivan Room

# **GENERAL MANAGER'S REPORT**

August 2015

## **COMMUNITY TOPICS**

### **1. Finances –**

In the month of July, net operating expenses were \$13,800 under budget. Year-to-date, the operating surplus is approximately \$111,400.

### **2. 2016 Budget Process –**

At the July meeting of the LWCC Board of Directors, which was held on Tuesday, July 28<sup>th</sup>, the Chairman of the Budget & Finance Advisory Committee provided a summary report of the 2016 operating budget to the Board of Directors.

The Budget & Finance Advisory Committee will meet on August 12<sup>th</sup>, at 1:00 p.m. in the Sullivan Room, to review all operating budgets.

Budget workbooks were distributed to members of the committee on Wednesday, August 5<sup>th</sup>. Budget documents are also posted on the Leisure World website and budget workbooks are available at both Clubhouse I and Clubhouse II for review.

A Budget Forum will be held on August 20<sup>th</sup>, at 3:00 p.m. in the Maryland Room of Clubhouse I.

The LWCC Board of Directors will review and act on the proposed budget at its regularly scheduled meeting on August 25<sup>th</sup>, at 9:30 a.m. in the Montgomery Room of Clubhouse I.

### **3. Advisory Committee Open House –**

The schedule below shows the timeline for nomination and confirmation of members of the 15 advisory committees whose terms expire 12/31/15 (i.e., all committees except the Government Affairs Committee):

7/15/15      A letter was sent by the LWCC Chair to Mutual Presidents (cc property managers, mutual presidents, and advisory committee chairs) requesting nominations for the 2016 advisory committees.

10/30/15     Deadline for submission of names by Mutuals.

11//24/15 Confirmation of 2016 committee members by the LWCC Board at its regular meeting.

Management was requested to coordinate an Advisory Committee Open House for the purpose of facilitating residents' being able to talk to committee chairs and members and obtain information about committees they have an interest in serving on. Those members of the community who wish to have information about a specific advisory committee are encouraged to attend. We hope to have representation from each of the 16 advisory committees.

We are presently working on a date and have tentatively reserved the Ballroom in Clubhouse I for Thursday, September 24<sup>th</sup>, at 3:00 p.m.

## **LEISURE WORLD OF MARYLAND CORPORATION**

### **1. New Hires/Departures –**

#### **New Hires - for the month of July:**

John Rowe – Service Plumber

Walter Cooper, Jr. - Recycling Driver

#### **Promotions:**

Marlene Smith – Promoted from Mutual Assistant to Assistant Executive Secretary.

Dawn Gaynor – Accounting Manager to Director of Accounting

Nevila Baboci – Promoted from Mutual Accountant to Assistant Director, Accounting.

Brenda Callejas – Promoted from Mutual Accountant to Assistant Director, Accounting.

Aminata Camara – Promoted from Administrative Assistant to Property Manager, Fairways South – 17A

#### **Departures:**

Roger McNealy, Jr. (Service Plumber)

#### **Recruiting:**

Administrative Assistant - Fairways South

HVAC Mechanic – Physical Properties

Mutual Assistant – Administration

Service Plumber – Physical Properties

#### **Filled Positions:**

Assistant Executive Secretary

Golf Course Technician

Golf Shop Personnel

**REGULAR MEETING - BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF  
MUTUAL 19-B – CONDOMINIUM OF ROSSMOOR, INC.  
July 29, 2015**

Res. #26- #36

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 Montgomery Room of Clubhouse I on Wednesday, July 29, 2015 at 7:00 p.m.

Present were Directors Janet Lazar, Larry Damsky, Jack Dunn (by conference call), Rita Mastrococco, and John Gervais.

Building Representatives attending the meeting were Rita Mastrococco and Romeo Fagiolo (92). Also attending the meeting were Jolene King, Assistant General Manager; and Jessie Maselka, Mutual Assistant.

Residents attending the meeting were Harvey Sonin, Jude Howard, Ann Kyber, Mary Lou Smith, Charles Middleton, Beth Urban, Cheryl Richards, Jeff Meines, Regina Goldsborough, Jude Howard.

1. Call to Order – Mrs. Lazar called the meeting to order at 7:00 p.m.
2. General Manager's Report - The General Manager's Report for July 2015, presented by Ms. King, was received, noted and made a part of the record.
3. Approval of Minutes – Upon motion made by Ms. Mastrococco and seconded by Mr. Gervais, the minutes of the regular meeting held on June 24, 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 – The Treasurer's Report which was received, noted and made a part of the record. Upon motion made by Ms. Mastrococco and seconded by Mr. Gervais, the following bills were approved for payment:

\$ 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

Resolution #26 7/292015

6. LWMC Report – Mr. Damsky provided the Leisure World of Maryland Board of Directors report.

7. Old Business –

Discussion of Limiting Rental Units - The Board discussed limiting the number of rental units. Currently, there 37 rentals out of 210 units.

Railing at Bldg. 92 Estimates - Upon motion made by Ms. Mastrococco and seconded by Mr. Damsky, the Board approved the railing estimate of Welding Plus for \$1,075. The diameter of the pipe and the height of the railing will be obtained.

RESOLVED, that the Mutual 19B Board of Directors approves the estimate from Welding Plus for \$1,075 for the front path at Bldg. 92.

Resolution #27 7/292015

Window Washing Estimates - Upon motion made by Mr. Damsky and seconded by Ms. Mastrococco, the Board approved the window washing estimate of Kleanko Window Cleaning for \$4,200.

RESOLVED, that the Mutual 19B Board of Directors approves the estimate from Kleanko Window Cleaning for \$4,200 pending positive feedback of this contractor.

Resolution #28 7/292015

Building Lighting – The Board requests an estimate from Physical Properties for exterior lighting of the building addresses.

New Bench at #88 Lobby - Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board approved \$351.00 be refunded to Ms. Goldsborough for purchase of the new lobby bench at Bldg. 88.

RESOLVED, that the Mutual 19B Board of Directors approves the refund of \$351 to Ms. Goldsborough for purchase of the new lobby bench at Bldg. 88.

Resolution #29 7/292015

Replace/Repair Bench at #93 – The Board agreed to obtain an estimate from Physical Properties to repair the bench at Bldg. 93 on N. Leisure World Blvd.

8. New Business -

Structural Repairs – Bldg. 94 & Bldg. 93 – The engineer's report noted that Bldg. 93 does not need structural repairs. Building 94 structural repairs will begin soon.

Renovations at Bldg. 93 & 94 – Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board approved all three contracts with Palmer Brothers, Mid Atlantic Carpeting and Enhancements, Inc.

RESOLVED, that the Mutual 19B Board of Directors approves the three contracts with Palmer Brothers for painting, Mid Atlantic Carpeting, and Enhancements, Inc. for base trim and ceramic tile for a total of \$108,572.00.

Resolution #30 7/29/2015

Review of 2016 Budget - Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board accepted the 2016 budget for mailing to all unit owners.

RESOLVED, that the Mutual 19B Board of Directors accepted the 2016 budget for mailing to all unit owners for their review and comment.

Resolution #31 7/29/2015

Approval of Payment of Bills by Ms. Maselka Up To \$1,000 - Upon motion duly made by Mr. Gervais and seconded by Mr. Damsky, the Board authorized Ms. Maselka to approve all bills up to \$1,000 out of all reserves,

RESOLVED, that the Mutual 19B Board of Directors authorized Ms. Maselka to approve all bills up to \$1,000 out of the various reserves.

Resolution #32 7/29/2015

Bldg. 94 Drainage – The Board discussed the drainage problems between Bldg. 91 and 94. Ms. King stated that Physical Properties would check on the drainage between Bldgs. 91 and 94 and report back to the Board.

Waive Late Fee of \$15 – 90-2H - Upon motion duly made by Mr. Gervais and seconded by Ms. Mastrococco, the Board agreed to waive the late fee for Unit 90-2H.

RESOLVED, that the Mutual 19B Board of Directors agreed to waive the late fee for Unit 90-2H.

Resolution #33 7/29/2015

Privacy Fence at Electric Generators – Ms. King stated that she would have Ronny Cabrera check into the privacy fences at the electric generators.

Advisory Committee Recommendations - Mrs. Lazar stated that she will nominate the Committee members by October 31.

New Building Rep Required for Bldg. 90 - Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board accepted the resignation of Sidney Lazar as Building Rep for #90 and approved Jude Howard as new Building Rep for Bldg. 90.

RESOLVED, that the Mutual 19B Board of Directors accepted the resignation of Sidney Lazar as Building Rep for #90 and approve Jude Howard as new building rep for Bldg. 90.

Resolution #34 7/29/2015

McFall & Berry Proposals – Jude Howard – Ms. Howard explained the proposals from McFall & Berry. Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board approved two proposals #16369 and #15363R.

RESOLVED, that the Mutual 19B Board of Directors approved two proposals #16369 and #15363R by McFall & Berry for \$135 and \$3,275.73 for netting over flower beds and landscape work at Bldgs. 88, 89 and 91.

Resolution #35 7/29/2015

Concrete Estimate – The Board reviewed an estimate from H&H Concrete to replace concrete behind Bldg. 94. The Board agreed to table this item.

Agenda Items - Upon motion duly made by Ms. Mastrococco and seconded by Mr. Gervais, the Board agreed that agenda items be submitted by Tuesday before the Agenda Meeting held on Wednesday.

RESOLVED, that the Mutual 19B Board of Directors agreed that agenda items be submitted by Tuesday before the Agenda Meeting held on Wednesday.

Resolution #36 7/29/2015

9. Advisory Committee Reports –

Budget & Finance – Mr. Fagiolo reported that the Committee reviewed staff salaries on the Leisure World budget. The Committee reviews this section of the budget every year.

Community Planning – Mr. Damsky reported that the Committee is currently reviewing its Charter and the different points that they are responsible for. They also reviewed the current process of proposals that are used in the various Cost Centers.

Education & Recreation – Mrs. Lazar stated that the Committee is planning various events for the 50<sup>th</sup> Anniversary Celebration.

Landscape – Ms. Howard reported that plans are being reviewed for the four-acre park. Some of the larger trees are being removed. The Trust trees are approved by the Landscape Trust.

Leisure World News – Ms. Hull reported that the Committee size was decreased due to some resignations. They have not approved the budget as yet. Salaries were reviewed. Mr. Popper is the Chairman of the Committee.

Physical Properties – Mr. Lazar stated that the Committee reviewed contracts for the coming year.

Security & Transportation – Mr. Damsky reported that the minimum wage will be increased for the Gate Guards. Salaries will be increased for 2016.

10. Building Reps –

Bldg. 88 – Ms. Goldsborough reported that there was a ceiling problem in the Asher unit. She requested an updated directory for the building. She will install updated information for recycling.

Bldg. 90 – Mr. Lazar reported that everything was fine in his building.

Bldg. 92 – Mr. Fagiolo reported that the recent renovations look very good. He stated that cement is deteriorating at the front walk.

11. Unit Owners –

Bldg. 91 – Ms. Urban reported that there is still a security problem with recent thefts. She suggested that cameras be installed in the lobby area.

Trees – 91 - Cheryl Richards reported that several trees have been removed behind Bldg. 91. She suggested a Committee review of the tree removal. Ms. King added that power outages will not occur with the trees removed by Pepco. Ms. Richards also suggested that the tree wands be replaced. Ms. King noted that Pepco has an easement on the power supply. Pepco would advise the Mutual whatever landscape items are located in their right of way. She

added that Pepco might replace some of the trees. Ms. Richards noted that there are kinds of log debris and ruts on the ground at Bldg. 91.

Line of Vision - Ms. Goldsborough suggested a sign for Leisure World Blvd. to keep cars from parking there blocking the drivers' line of vision. It was noted that this item be submitted to the Security & Transportation Committee for their approval.

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

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Janet L. Lazar, President



**19B Bills – August 26, 2015**

**\$ 2,275.00 - Dorma Door Controls – 213083 – Annual Service contract on front automatic doors  
Contract no. 170F207R00**

MUTUAL 19B

CASH INVESTMENTS

JUL 31, 2015

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							132,586.49	132,586.49
ALLOCATED FUNDS:									
MONEY MARKETS									
100001	ACCESS NATIONAL BANK	0.10%			126,179.92	48,896.81	14,354.32		189,431.05
100002	CAPITAL ONE BANK	0.30%			234,982.80	206.52			235,189.32
100003	B OF I FEDERAL BANK	0.80%			240,682.58				240,682.58
CERTIFICATES OF DEPOSIT									
100010	SYNCHRONY BANK	1.05%	97,000	09/03/2015	99,295.40				99,295.40
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	50,618.18				50,618.18
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:									
					2,388.00			(2,388.00)	0.00
TOTAL					1,255,977.59	49,103.33	14,354.32	130,198.49	1,449,633.73

\*One free withdrawal penalty after the first year