

REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS  
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.  
May 25, 2016  
SULLIVAN ROOM – 1:00 P.M.

1. Call to Order
2. Approval of the Agenda
3. General Manager's Report
4. Approval of Minutes of April 27, 2016
5. Leisure World Board of Directors Report
6. Treasurer's Report-
  - a) Payment of Invoices
7. Old Business-
  - a) Insurance Claims-
    - i. Bedell
    - ii. Lewis
  - b) Approval of the Rules
  - c) Service Dog Re-Registration in Bld. # 89
  - d) Window Washing Proposal Update
8. New Business-
  - a) Applications for Building Modification
    - i. Essex- Heat put installation
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment

*The next Board of Directors meeting will be held on Wednesday, June 29, 2016  
at 1:00 p.m. in the Sullivan Room.*

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

APRIL 27, 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, April 27, 2016 at 1:00 p.m.

Directors Present: Janet Lazar, President; Larry Damsky, Vice President; John Dunn, Treasurer; Virginia Austin, Secretary. Rita Mastrorocco, Sandra Broadhurst, John Gervais, Director.

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

1. Call to Order – Mrs. Lazar called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved as amended; 7G added.
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 March 30, 2016 – The minutes of the regular meeting held on March 30, 2016 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky presented the report from the Leisure World Board of Directors' Meeting.
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 8 delinquencies

a) Payment of Invoices - Upon motion duly made and seconded, the Board agreed-

To approve payment of the following invoices:

\$204.75 to LWMC for Clearing a kitchen drain at 15310 Beaverbrook Ct. 89-2G; Invoice # 79231.

\$83.52 to LWMC to purchase (12) 18 Flo Tube lightbulbs; Invoice # 79526.

\$209.61 to LWMC to fix a pin hole leak at 15310 Beaverbrook Ct. 89-1G; Invoice # 79719.

\$851.00 to Dynalectric to attempt to repair a leaking head in the main valve in BFP; Invoice # TM63887.

\$136.50 to LWMC to clear a blockage in the sink at 15204 Elkridge Way; Invoice # 80004.

\$460.12 to LWMC to install a new wax ring and to snake a main sewer drain at 15301 Beaverbrook Ct. 92-1D. Invoice #80385.

\$48.79 to LWMC to replace bulbs in the exterior fixture buy the doorway at 15211 Elkridge Way. Invoice #75228.

Resolution # 114, 4/27/2016

\$3,386.00 to LWMC to replace smoke detector batteries per Resolution #88; Invoice # 79396.

Resolution # 108, 4/27/2016

\$1,020.00 to Palmer Brothers to clean Building #93 of the glue from when the carpet was removed; Invoice # 84346.

Resolution # 109, 4/27/2016

\$8,000.00 to Palmer Brothers for extra repairs on Building #93; Invoice # 84227.

Resolution # 110, 4/27/2016

\$1,374.90 to LWMC to for water damage clean up at 15310 Beaverbrook Ct. 89-1G; Invoice # 4679.

Resolution # 111, 4/27/2016

The Board requests to seek reimbursement for \$1,374.90 from the unit owner of 15310 Beaverbrook Ct. 89-A for the water damage cleanup.

Resolution #112, 4/27/2016

\$1,023.60 to Dynaetric tore attach the backflow preventer to wall and floor with large street "L" brackets at 15201 Elkridge Way. Invoice # TM64048.

Resolution # 113, 4/27/2016

7. Old Business-

- A. Status- Final Audit- Mr. Gervais requested final copies from the 2015 Audit. Final copies will be provided by the Accounting Department.
- B. Response to Delayed Damage Charges- Mr. Coursen will look into the outstanding Davis insurance claim.
- C. Status of Cleaning Dryer Vents- Mrs. Lazar inquired when the Dryer Vent Cleaning, through Physical Properties, will be scheduled. A date has not been determined however Physical Properties will be contacted to set up a date.

D. Status of Window Washing- Upon motion duly made and seconded, the Board agreed to:

Approve using E/R Services Inc. to clean the outside windows excluding Sliding doors for \$4,865.00.

Resolution #115, 4/27/2016

E. Status of Mailing Proposed Changes to the Rules- Mrs. Lazar requested Marygrace Serra mail out the proposed rule changes to the Council of Unit owners for their review.

F. Status of Painting Trash Room & Exterior Doors- Mrs. Lazar reported she discussed the Trash Rom and Exterior door painting with Leslie Vizzi from Physical Properties. She said it will be started by next week.

G. Status of Renovations in Building #94- Mr. Dunn reported on the completed status of Building #94's renovations.

8. New Business-

A. Reserve Study- Upon motion duly made and seconded, the Board agreed to:

Put on hold the Planned Capital Expenditures from the Replacement Reserve Account.

Resolution # 116, 4/27/2016

Request from Physical Properties to inspect the exterior walls in accordance with the 2015 Reserve Study to identify the exact scope and costs of masonry repairs and replacement.

Resolution #117, 4/27/2016

Requests Physical Properties to inspect the asphalt pavement of streets and parking areas in accordance with the 2015 reserve Study to determine areas of deterioration for appropriate capital expenditures.

Resolution #118, 4/27/2016

B. Stairwells- All Buildings-

C. McFall & Berry Proposal- Upon motion duly made and seconded, the Board agreed to:

To accept Landscape Proposal #16103 from McFall & Berry for \$2,800.00.

Resolution #119, 4/27/2016

D. ABM- Nadeau- Upon motion duly made and seconded, the Board agreed to:

Accept the Application for Building Modification submitted by the Nadeau residence.

Resolution #120, 4/27/2016

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 3:36p.m.

---

Janet L. Lazar, President

# **GENERAL MANAGER'S REPORT**

**May 2016**

## **COMMUNITY TOPICS**

### **1. Finances –**

There was an operating surplus in the month of April of approximately \$9,500. Year-to-date, the surplus is approximately \$46,000.

There were 30 property transfers during the month of April, generating approximately \$104,500 in contributions.

### **2. FEP Update -**

Fitness Center -  
Site work will begin in late May.

North Wing of Clubhouse I –  
Terrace Room re-opened for full service on Tuesday, May 10<sup>th</sup>.  
Cascade Bistro/Maryland Room project is scheduled to begin on May 23<sup>rd</sup>.

PPD Customer Service area–  
Demolition is complete on Phase I.  
Completion of project is targeted for June 2016.

### **3. New Resident Orientation –**

There was a very good turnout for the event.

### **4. Budget Forum –**

A Budget Forum will be held on May 23<sup>rd</sup> at 3:00 p.m. in the Ballroom of Clubhouse I. A presentation will be made by the Chairman of the Budget and Finance Advisory Committee. There will be a question and answer period following the presentation. If you are interested in attending, please register with E&R at 301.598.1300.

# **LEISURE WORLD OF MARYLAND CORPORATION**

## **1. Annual Meetings –**

The following annual meetings will be held in the month of May:

<b>Mutual</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
MM	5/3/16	1:30 pm	Crystal Ballroom
M25	5/3/16	7:00 pm	Baltimore Room
M5	5/10/16	2:00 pm	Baltimore Room
M18	5/10/16	11:00 am	Crystal Ballroom
M15	5/12/16	2:00 pm	Baltimore Room
M6A	5/18/16	4:00 pm	Sullivan Room
M16	5/19/16	2:00 pm	Exercise Room (CHII)
M19B	5/25/16	2:00 pm	Crystal Ballroom

## **2. Assistant Editor Position -**

Stacy Smith joins the LW News staff as a full time assistant editor on Thursday, May 19. For the past two years she has worked for the Baltimore Sun Media Group weekly publication, the APG News, writing news and features articles and shooting photographs. She won a Maryland Delaware DC (MDDC) Press Association award for her writing in 2015.

## **3. Personnel Changes –**

### **New Hires**

Henrietta McKie – Receptionist – E&R  
Francisca Ortiz – Accounting Clerk  
Melinda Collis – Receptionist – E&R  
Stacy Smith – Assistant Editor – LW News  
John Crull – Maintenance Assistant – Greens 20A  
Patrick Gentzel – Maintenance Assistant – E&R  
Jose Silva – Building Engineer – Fairways South

### **Transfer/Promotion**

Jennifer Quinteros – Mutual Assistant – Administration  
Monica Tejada – Trust Assistant – Administration  
Jenifer Aguilar – Administrative Assistant – Fairways South

### **Resignations**

Judy Owen – E&R

William Reed – Security & Transportation  
Francis McLaughlin – Golf Maintenance  
Colin Torrible – Security & Transportation  
Selwyn Alleyne – E&R  
Lynn Rose - Accounting  
Susan Diehl – Post Office

**Open Positions**

Golf Course Attendant  
Golf Course Technician II  
HVAC Foreman  
HVAC Technician  
Postal Clerk  
Security Guard (2 positions opened)  
Special Police Officer  
Supplemental Transportation Driver  
Shuttle Bus Driver



# **Mutual 19B**

**Bank of America Operating Account**  
**CASH ACTIVITY REPORT**

April 30, 2016

JOHN GERVAIS  
DIRECTOR  
MUTUAL 19B

**Balance Forward**

**\$108,952.51**

**Total Receipts (See Attached)**

**\$148,699.45**

**Total Disbursements (See Attached)**

**(\$136,927.15)**

**Cash Balance**

**\$120,724.81**

MUTUAL 19B  
CASH INVESTMENTS  
April 30, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							120,724.81	120,724.81
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ACCESS NATIONAL BANK	1.10%			142,810.41	79,801.99	13,149.94		235,762.34
	CAPITAL ONE BANK	0.30%			185,390.16	221.61			185,611.77
100003	B OF I FEDERAL BANK	0.80%			242,282.12				242,282.12
100016	CONGRESSIONAL BANK	0.70%			48,411.78	14,729.80	2,000.74		65,142.32
<b>CERTIFICATES OF DEPOSIT</b>									
100010	SYNCHRONY BANK	1.25%	97,000	09/03/2016	100,216.02				100,216.02
100011	SONABANK	1.10%	100,000	08/08/2016	102,977.47				102,977.47
100012	SYNCHRONY BANK	1.20%	50,000	01/21/2017	51,069.91				51,069.91
100013	SONABANK*	1.00%	100,003	07/18/2017	100,003.29				100,003.29
100014	FIRST INTERNET BANK OF INDIANA	1.00%	150,000	11/07/2016	151,735.48				151,735.48
100015	CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000	11/13/2016	152,249.09				152,249.09
	DUE TO FROM:				726.00	(189.58)		(536.42)	
<b>TOTAL</b>					<b>1,277,871.73</b>	<b>94,563.82</b>	<b>15,150.68</b>	<b>120,188.39</b>	<b>1,507,774.62</b>

\*One free withdrawal penalty after the first year