

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.
January 30, 2019
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Mastrorocco, Nadeau, Austin)
2. Approval of The Agenda
3. Unit Owners Open Forum (30 Min.)
4. Residents Open Forum (30 Min.)
5. General Manager's Report
6. Approval of Minutes of November 28, 2018 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices (**Attachment #1- #7**)
 - B) Maturing Synchrony Bank CD on 1/21/19 (**Attachment #8**)
8. New Business/Action Items-
 - A) 2019 Holiday Party; tentatively December 6, 2019 (**Attachment #9**)
 - B) Reimbursement of Funds- Mrs. McCleary (**Attachment #10**)
 - C) Potential Changes in "Who Pays?"
 - D) Discussion of "Due Process Procedure for Complaints and/or Rule Violations"
(**Attachment #11- #14**)
 - E) ABM Form Policy
9. Unfinished Business –
 - A) PPD Updates
 - B) Updates ongoing projects- Bylaws, Drainage work Bldg. #88, Smell in Bldg. # 92, Insects in Bldg. #93
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

Next Regular Meeting - February 27, 2019, Sullivan Room, 1:00 p.m.

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

November 28, 2018

Sullivan Room, Administration Building – 1:00 P.M.

Res. #57-#72

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, November 28, 2018 at 1:00 p.m.

Directors Present: Jack Dunn, President; Rita Mastrococco, Secretary; John Gervais, Treasurer; Michael Benefiel, Director; Sigrid Nadeau, Director; Regina Goldsborough, Director

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

Visitors: Charles Middleton, Clayton Lewis, Jude Howard, Ann Kyber, Dennis Hawkins, Marion Bedell, Larry Damsky, Janet Lazar, Connie Costa, Jane Gervais, Bernice Abner

1. Call to Order – Mr. Dunn called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved as presented.
3. Unit Owners Open Forum- Reports were presented from the residents present at the meeting.
4. Residents Open Forum- Reports were presented from the residents present at the meeting.
5. General Manager’s Report – The General Manager’s Report was presented by Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
6. Approval of Minutes of October 31, 2018 – The Minutes of the regular meetings held on October 31, 2018 were approved as presented.
7. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance forward of \$167,451.89 for the beginning of November. There were disbursements of \$146,265.29 & total receipts of \$137,168.76, leaving a balance for the end of November of \$153,355.36.

A) Payment of Invoices– Upon motion duly made and seconded, the Board approved payment of the following invoices:

- 1) H&H Concrete Construction, Inc., Invoice# 2018193 (Dated: 11/18/18) ... \$1,026.00
Remove and replace 108 square feet concrete sidewalk
- 2) LW PPD, Invoice# 144207 (Dated: 11/16/18) \$16,303.96
Installed E-Z Traps, flushed drains per proposal. 176 units completed. Invoice for work order# 144447.

- 3) Adcock's Trapping Service, Invoice# 105989 \$1,105.00
Installed a counter trap, which allows wildlife to exit the structure but not reenter. Bldg.# 90
15311 Beaverbrook Ct.
- 4) E&R Services Inc., Invoice# 53625 \$1,650.00
gutter cleaning and flushing only of the following buildings. Bldgs.# 88- #91.

Resolution #57, 11/28/18

- B) Payment & Reimbursement of Insurance Claims– Upon motion duly made and seconded, the Board approved payment of the following insurance claim:

- 1) Leisure World, Invoice#5095 (Dated: 11/15/18) \$307.11
Insurance Claim, Bldg. #91-3J, (Date of Occurrence: 10/15/18)
Water from overflowed sink in Unit# 3J ran into ceiling of Unit# 2J

Resolution #58, 11/28/18

- 2) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15210 Elkridge Way, building #91, Unit 3J for insurance claim to A&A, Invoice 5095; (Date of Occurrence: 10/15/18) in the amount of \$307.11 Water from overflowed sink in Unit# 3J ran into ceiling of Unit# 2J.

Resolution #59, 11/28/18

- C) Maturing CD at Synchrony Bank on 12/22/18- After Board discussion, upon duly made and seconded, the Board approved the following:

Upon motion duly made and seconded, the Board agreed-

Motion to authorize the Leisure World Accounting Staff to redeem and invest the entire proceeds of the maturing Synchrony Bank CD maturing on 12/22/18 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution #60, 11/28/18

8. New Business-

- A. M&O Agreement Approval- After Board discussion, upon duly made and seconded, the Board approved the following:

The Mutual 19B Board of Directors approves the 2019 M&O Agreement contract between the Leisure World of Maryland Corporation and Mutual 19B that will become effective on the 1st day of January 2019. The agent will provide to the Mutual management services in the total amount of \$163,065.53.

Resolution #61, 11/28/18

- B. Supplementary M&O Agreement– After Board discussion, upon duly made and seconded, the Board approved the following:

The Mutual 19B Board of Directors approves the Supplementary M&O Agreement contract between the Leisure World of Maryland Corporation and Mutual 19B, to provide additional services of the Mutual Assistant and the Community Services Department at a cost of \$10,875.00 annually. Also approved as amended to add that the Mutual Assistant is authorizing to approved invoices up to the amount of \$1,000.

Resolution #62, 11/28/18

- C. Appoint New Board Member– After Board discussion, upon duly made and seconded, the Board approved the following:

The Mutual 19B Board of Directors approves Virginia Austin as a Director on the Board until the next annual meeting.

Resolution #63, 11/28/18

- D. Approve McFall & Berry Landscape Proposal; L18597 ME- After Board discussion, upon duly made and seconded, the Board approved the following:

Resolves, that the Board of Directors approves the landscape proposal L18597-ME and payment in the amount of \$290.00 to supply & install 1.5 cu yards of topsoil which will be mixed in with the flowers & will amend the soil of all flower beds in the mutual.

Resolution #64, 11/28/18

- E. Holiday Gifts- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the 2018 Holiday Gifts Awards for Leisure World Staff as follows: Roberta Carter \$300.00, Nikoo Manochehri \$200.00, Brenda Callejas \$200.00, Elizabeth Suazo \$200.00, Richard Jones \$100.00, Aaron Tenley \$100.00 and Leslie Vizzi \$100.00

Resolution #65, 11/28/18

- F. ABM-15310 Beaverbrook Ct Unit #2E - After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Irie Annette Rohan, at 15310 Beaverbrook Ct., Unit 89-2E, to install screen & new windows on the patio. Removal of the sliding glass door and enclosed the patio with a glass panel.

Resolution #66, 11/28/18

- G. Gutter/Downspout Proposal Approval- After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the proposal (Dated: 11/28/18) and payment in the amount total of \$ 43,460.00 to Advantage Green Solutions, LLC which will come from the Replacement Reserve and also approve the 1/3 deposit due up front.

Resolution #67, 11/28/18

Mutual 19B Board of Directors approved the replacement of 65 downspout for each of the seven buildings to be done by Advantage Green Solutions, LLC, per the approved contract at the amount of \$11,000.00.

Resolution #68, 11/28/18

Mutual 19B Board of Directors approved the re caulking of the air condition vents as needed throughout the mutual.

Resolution #69, 11/28/18

Mutual 19B Board of Directors authorize the Mutual President; John Dunn to sign the proposal submitted from Advantage Green Solutions, LLC including the original scope of work at the cost of \$21,960.00.

Resolution #70, 11/28/18

Mutual 19B Board of Directors approved to have a check made out to Advantage Green Solutions, LLC in the amount of \$10,876.00 as a 1/3 deposit as stated on the contract.

Resolution #71, 11/28/18

9. Unfinished Business –

A. PPD Updates:

1)Bldg. #93 Rodent Problem- Roberta will contact Adcock Trapping services to come out for an inspection.

B. H&H Concrete Proposal #181470- After discussion, the Board upon duly made and seconded, the Board approved the following:

Board approved the 2018 concrete repairs at Bldg. # 91- to remove and replace 120 square feet of concrete sidewalk. Bldg. #94- to remove and replace 150 square feet concrete sidewalk. Bldg. #93- to remove and replace 450 square feet concrete sidewalk and 60 linear feet of concrete curb. Bldg. #89- to approve sidewalk repair up to \$1,500 to repair the sidewalk. Also, to have the Board President approve the proposal of up to \$10,100.00.

Resolution #72, 11/28/18

10. Leisure World Board of Directors and Advisory Committee Reports –

- A. LWCC Board- Mr. Dunn's report included: (1) CCOC has chosen not to have jurisdiction over the complaint that was filed concerning the way that LWCC is governed. (2) Current contract with Comcast will end July 2020, response was received from the RFI (Request for Information) that was sent out to various companies asking what services can be provided besides TV and Internet. (3) Board approved a contract with George Mason University to provide a technical support for a Strategic Planning procedure.
- B. Community Planning, Security & Transportation – No report at this time.
- C. Restaurant – Ms. Mastrocuro's report included: (1) There will be no meeting in the month of December. (2) Committee received a letter from a resident expressing concerns about the Clubhouse Grille.
- D. Education & Recreation – Ms. Lazar's report included: (1) The "Cannabis" and "Friends of India" clubs were both approved. (2) The former fitness center walls were completed and is awaiting completion of the floors for the Ping Pong committee. (3) Proposed colors were submitted to the Pickle Ball players for suggestion on the paint for the Activity Room lines.
- E. Physical Properties Department – No report at this time.
- F. Health – No report at this time.
- G. Tennis/Pickleball – No report at this time.
- H. Landscape- No report at this time.

11. Building Representatives – Reports were presented from the Building Representatives present at the meeting.

12. Adjournment – The meeting adjourned at 4:01 p.m.

Next Regular Meeting – No meeting in December.

Rita Mastrococco, Secretary

Mutual 19B - January 30, 2019 - Regular Monthly Meeting

Treasurer's Report - Month of December

Balance Forward - 12/1/18	\$156,355.36
Total Receipts - December	122,519.52
Total Disbursements - December	<u>(141,975.96)</u>
Balance - 12/31/18	\$138,898.92

Net Operating Expenses

Year To Date - 12/31/18	\$35,759	Over Budget
Month of December 2018	\$21,941	Over Budget

Cash Investments

Replacement Reserve	\$1,654,358.95
Maintenance Reserve	153,918.69
Insurance Deductible Reserve	20,039.79
Other	<u>138,762.36</u>
Total	\$1,976,079.79

Delinquent Report (as of Jan. 16, 2019)

7 accounts have charges but are less than 30 days old
30 day delinquent amount is \$452.00 for one assessment
60 day delinquent amount is 0
90 day delinquent amount is 0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 12/31/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
109,207	109,207	0	1,310,484	1,310,484	0
3,106	1,272	1,834	28,940	15,258	13,682
30	0	30	420	0	420
0	0	0	150	0	150
21,271	0	21,271	155,668	0	155,668
<u>(25,021)</u>	<u>(23,188)</u>	<u>(1,833)</u>	<u>(291,940)</u>	<u>(278,258)</u>	<u>(13,682)</u>
108,593	87,291	21,302	1,203,722	1,047,484	156,238
88	88	1	1,050	1,050	0
0	0	0	4,150	4,500	350
4,384	4,470	86	52,602	53,040	438
272	285	14	3,257	3,420	163
0	0	0	3,515	0	(3,515)
900	900	0	10,800	10,800	0
0	0	0	2,051	0	(2,051)
5,643	5,743	100	77,425	72,810	(4,615)
3,500	2,493	(1,007)	42,000	29,921	(12,079)
1,591	1,591	0	18,718	18,718	0
0	167	167	3,171	2,000	(1,171)
0	0	0	1,330	0	(1,330)
1,271	292	(979)	3,905	3,500	(405)
751	333	(418)	4,096	4,000	(96)
0	83	83	4,234	1,000	(3,234)
0	33	33	363	400	37
5,407	417	(4,990)	10,814	5,000	(5,814)
3,099	1,667	(1,432)	28,191	20,000	(8,191)
176	176	0	2,112	2,112	0
15,795	7,252	(8,543)	118,934	86,651	(32,283)
4,589	3,960	(629)	36,792	33,000	(3,792)
0	(1,063)	(1,063)	0	(8,859)	(8,859)
27,126	21,000	(6,126)	174,033	175,000	967
0	(1,215)	(1,215)	0	(10,107)	(10,107)
7,264	9,043	1,779	88,369	113,043	24,674

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3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
38,979	31,725	299,193	302,077	(7,254)	302,077	2,884
1,629	167	1,929	2,000	(1,462)	2,000	71
0	208	0	2,500	208	2,500	2,500
0	0	418	0	0	0	(418)
1,629	375	2,347	4,500	(1,254)	4,500	2,153
(47,529)	0	1,026	0	0	0	(1,026)
3,159	0	0	0	47,529	0	0
0	0	7,693	0	(3,159)	0	(7,693)
66,142	0	1,900	0	0	0	(1,900)
0	0	66,142	0	(66,142)	0	(66,142)
10,876	0	2,390	0	(10,876)	0	(10,876)
149	0	10,876	0	(149)	0	(10,876)
(16,463)	0	4,020	0	16,463	0	(4,020)
0	0	0	0	0	0	0
0	0	3,228	0	0	0	(3,228)
1,349	0	2,170	0	0	0	(2,170)
0	0	22,949	0	(1,349)	0	(22,949)
0	0	2,921	0	0	0	(2,921)
2,555	0	6,570	0	(2,555)	0	(6,570)
1,033	0	8,474	0	(1,033)	0	(8,474)
0	0	10,872	0	0	0	(10,872)
0	0	45	0	0	0	(45)
0	0	45	0	0	0	(45)
0	0	4,346	0	0	0	(4,346)
21,271	0	155,668	0	(21,271)	0	(155,668)
83,317	45,095	653,568	466,038	(38,222)	466,038	(187,530)
8,648	6,701	85,125	80,412	(1,947)	80,412	(4,713)
3,191	2,608	31,506	31,298	(583)	31,298	(208)
2,523	2,186	25,939	26,233	(337)	26,233	294
(111)	(130)	(1,336)	(1,562)	(19)	(1,562)	(226)
186	181	2,227	2,167	(5)	2,167	(60)
(223)	(330)	(2,820)	(3,956)	(107)	(3,956)	(1,136)
779	170	3,303	2,041	(609)	2,041	(1,262)
1,451	1,451	17,413	17,413	0	17,413	0
1,930	1,655	21,189	19,858	(275)	19,858	(1,331)
TOTAL UTILITY EXPENSES						
TOTAL RESERVE EXPENSES						
TOTAL OPERATING EXPENSES						
COMMUNITY FACILITIES						
10 Administration						
20 Education & Recreation						
21 Club House II						
22 LW News						
25 Food Service						
30 Medical Center						
40 PPD Management						
41 Grounds						
43 Trash						

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 12/31/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
6,977	6,760	81,195	81,119	(76)	58 TV	81,119	(76)
1,187	1,069	12,617	12,827	210	60 Transportation	12,827	210
4,824	4,933	58,261	59,195	934	65 Security	59,195	934
594	569	6,865	6,829	(36)	70 Street Lights	6,829	(36)
668	895	9,500	10,735	1,235	80 Golf Course	10,735	1,235
186	187	2,449	2,243	(206)	81 Pro Shop	2,243	(206)
37	111	668	1,336	668	85 Comm Call System	1,336	668
185	185	2,218	2,218	0	90 Snow Reserve	2,218	0
4,683	4,683	56,196	56,196	0	92 Prop Maint Rsv	56,196	0
92	92	1,109	1,109	0	93 Contig Rsv	1,109	0
1,283	1,283	15,397	15,397	0	95 Repl Rsv	15,397	0
0	546	0	6,552	6,552	98 Salary Adjustment	6,552	6,552
39,090	35,805	429,020	429,660	640	TOTAL COMMUNITY FACILITIES	429,660	640
6,155	4,550	60,583	54,605	(5,978)	MUTUAL OPERATING	54,605	(5,978)
4,478	4,478	53,736	53,731	(5)	10 Administration	53,731	(5)
334	332	3,674	3,982	308	41 Grounds	3,982	308
3,430	3,430	41,160	41,159	(1)	44 Community Services	41,159	(1)
186	63	1,818	756	(1,062)	50 Janitorial	756	(1,062)
223	0	965	0	(965)	52 After Hours	0	(965)
0	216	0	2,596	2,596	57 Appliance Maint	2,596	2,596
14,805	13,069	161,936	156,829	(5,107)	100 Salary Adjustment	156,829	(5,107)
137,212	93,969	1,244,524	1,052,527	(191,997)	TOTAL MUTUAL OPERATING	1,052,527	(191,997)
(28,619)	(6,678)	(40,802)	(5,043)	(35,759)	TOTAL EXPENSES	(5,043)	(35,759)
					INCOME/DEFICIT		



January 2019

January 7, 2019

General Manager's Report

Community Financials

The books will remain open this week for year-end activity. The December 31st financial statements are estimated to be published mid-January (approximately 01/15/19).

As of November 30, 2018, year-to-date net operating expenses were \$10,100 over budget.

Attached, please find the resale activity for the year. There were 412 property transfers in 2018 which totaled \$1,613,450 in transfer fees.

Class-Action Lawsuit Status

An amended complaint was filed with the court. Since the original filing, five persons have dropped out as plaintiffs, leaving four remaining; in addition, defense legal counsel filed a response to the amended complaint.

MNCPPC Planning Board Update

The revised Site Plan was submitted on July 2nd to MNCPPC for review and comment. Most comments received from MNCPPC were minor.

The hearing has not been scheduled at this time due to personnel changes at MNCPPC.

2019 Executive Committee

The LWCC Board of Directors held its organizational meeting on Friday, January 4, 2019 to elect the 2019 Executive Committee.

The 2019 Executive Committee members are as follows:

Paul Eisenhour, Chair	Robert Tropp, Vice Chair
Henry Jordan, Executive Secretary/Treasurer	Philip Marks, At Large
Ken Muir, At Large	Linda Wacha, At Large
David Polinsky, At Large	

Upcoming Office Closures:

- January 21 —
Martin Luther
King Day
- February 18th —
President's Day

Possible Bulk Internet/Broadband Update

The LWCC Board of Directors will hold a closed work session on January 18th to discuss the status of the bidding process.

There will be a Resident Forum on this topic on Sunday, February 10th at 4pm in the Crystal Ballroom, Clubhouse I.

Tree Work

Dead, damaged & diseased trees are being removed in the golf course mostly due to infection by *Emerald Ash Bore*. Work will require entrance/exit off Gleneagles Dr.

Phonebook/Website Directory

A timeline for printing the phonebook will be provided in the 1/18 edition of the LW News.

HR Corner:

During the month of December, there were 4 seasonal new hires, 3 departures and 9 open positions.

LEISURE WORLD OF MARYLAND RESALES - 2018

MONTH	MONTGOMERY MUTUAL	CONDOMINIUMS	H.O.A.	TOTAL	R. I. F. COLLECTED
JANUARY	6	20	0	26	\$91,218.80
FEBRUARY	2	15	0	17	\$64,918.00
MARCH	7	32	0	39	\$149,518.00
APRIL	5	24	0	29	\$108,919.60
MAY	2	41	0	43	\$164,644.02
JUNE	4	27	1	32	\$135,263.70
JULY	9	43	0	52	\$209,660.02
AUGUST	8	32	0	40	\$146,256.00
SEPTEMBER	4	34	1	39	\$180,459.68
OCTOBER	11	26	0	37	\$145,656.00
NOVEMBER	3	23	0	26	\$101,687.60
DECEMBER	10	22	0	32	\$115,250.00
TOTAL	71	339	2	412	\$1,613,451.42