

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.
November 28, 2018
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Mastrorocco, Nadeau)
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 October 31, 2018 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices (**Attachments# 1- # 10**)
 - B) Insurance Claim; Bldg.# 91-3J (**Attachment# 11**)
 - C) Maturing CD at Synchrony Bank on 12/22/18
8. New Business/Action Items-
 - A) M&O Agreement Approval (**Attachment# 12**)
 - B) Supplementary M&O Agreement (**Attachment# 13**)
 - C) Appoint New Board Member
 - D) McFall & Berry Landscape Proposal; L18597-ME (**Attachment# 14**)
 - E) Holiday Gifts
 - F) ABM- 15310 Beaverbrook Ct. Unit# 2E (**Attachment# 15**)
 - G) Gutter/Downspout Proposal Approval (**Attachment# 16**)
9. Unfinished Business –
 - A) PPD Updates
 1. Bldg.#93 Rodent Problem
 2. H&H Concrete Proposal #181470 (**Attachment# 17**)
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

Next Regular Meeting - December 26, 2018, Sullivan Room, 1:00 p.m.

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

October 31, 2018

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

Res. #46-#57

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, October 31, 2018 at 1:00 p.m.

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

Management: Thomas Snyder; Asst. GM for Fac. & Serv.; 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- Mrs. Abner express concern about the possibility of the mutual being an FHA certified mutual.
 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 Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
 6. Approval of Minutes of August 29, 2018 & September 26, 2018 – The Minutes of the regular meetings held on August 29, 2018 & September 26, 2018 were both approved as presented.
 7. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance forward of \$164,421 for the beginning of September. There were disbursements of \$271,078 & total receipts of \$271,211, leaving a balance for the end of September of \$164,554.
- A) Payment of Invoices– Upon motion duly made and seconded, the Board approved payment of the following invoices:
- 1) Dynalectric Company, Invoice# 23963 (Dated: 09/13/18) \$5,407.00
Annual fire alarm testing for bldgs. 15300,15310,15311,15301 Beaverbrook Ct. and 15210,15201,15211 Elkridge Way. Testing performed 11/29-30/2017. In error, testing was never invoiced
 - 2) McFall & Berry, Invoice# IN200927 (Dated: 09/10/18) \$8,600.00

Tree maintenance @ 15310 Beaverbrook Ct.; see attachment listing.

- 3) LW PPD, Invoice# 141057 (Dated: 9/26/18) \$1,233.23
Bldg.#89- Main Condensate. Per Roberta- replace drain pan and fix all drain line, all is well at this time.
- 4) LW PPD, Invoice# 140225 (Dated: 9/12/18) \$1,455.98
Bldg.#88- A/C. System was not running and had 1 leak. Hooked up gauge and found unit flat. No visible sign of a leak returned and found leak coming from compressor inside unit. Removed bad section and re-piped. Vacuumed system. Returned later after system cooled and started unit and adjusted charge. Returned and installed new Contactor. Used 28 units of 30lbs of Freon.

Resolution #46, 10/31/18

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

- 1) Leisure World, Invoice#5020 (Dated 09/18/18) \$ 611.37
Insurance Claim, Bldg. #89-1C, (Date of Occurrence 08/30/18)
A/C leaking from utility room

Resolution #47, 10/31/18

- 2) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15310 Beaverbrook Ct., Building# 89, Unit 1C for insurance claim to A&A, Invoice#5020; (Date of Occurrence: 08/30/18) in the amount of \$611.37 A/C leaking from utility room

Resolution #48, 10/31/18

C) Renew Cd; Expires 11/7/18- After Board discussion, upon duly made and seconded, the Board approved the following:

Motion to authorize the Leisure World Accounting Staff to redeem and invest the entire proceeds of the maturing First Internet Bank CD maturing on 11/07/18 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution #49, 10/31/18

8. New Business-

- A. Accept Richard Lederman Resignation- After Board discussion, upon duly made and seconded, the Board approved and accepted the resignation of Mr. Lederman as Vice President of Mutual 19B Board of Directors.

Resolution #50, 10/31/18

- B. Appoint Richard Lederman Replacement– After Board discussion, upon duly made and

seconded, the Board approved to appoint Mike Benefiel as Vice President until next year annual meeting.

Resolution #51, 10/31/18

- C. Resolution for putting the Bylaws in digital form– After Board discussion, upon duly made and seconded, the Board approved the following:

The Mutual 19B Board of Directors approves having the bylaws retyped and consolidated in digital format at an hourly rate of \$32.00 but not to exceed \$3,000.00., by Attorney Corinne Rosen.

Resolution #52, 10/31/18

- D. Approve McFall & Berry Landscape Proposals; L18156-ME & L18228-GZ- After Board discussion, upon duly made and seconded, the Board approved the following:

Resolves, that the Board of Directors approves the landscape proposal L18228-GZ and payment in the amount of \$75.00 for the lawn repair in front by adding soil, amendments & seed of bldg.#93- 15210 Elkridge way. Also approve proposal# L18156-ME and payment of \$660 for the revised/added 25 daffodil bulbs to the wooded/bush area next to the bench located at the storage room end of bldg.#89, add 75 daffodil bulbs to the east side of bldg.#93 along the wood line adjacent to the Pines property, add 50 daffodil bulbs to the wood line behind bldg.#92.

Resolution #53, 10/31/18

- E. M&O Agreement Approval- After Board discussion, upon duly made and seconded, the Board approved the 2019 M&O Agreement when in its final form.

Resolution #54, 10/31/18

- F. FHA Recertification - After discussion, the Board decided to look into gathering more information from LW as to how the mutual can become FHA certified.
- G. Bldg.# 89- Crack Sidewalk Repair- After Board discussion, upon duly made and seconded, the Board approved to repair cracked sidewalks within the mutual.

Resolution #55, 10/31/18

9. Unfinished Business –

- A. PPD Updates- Work orders have been submitted and completed.
- B. Mutual Sign Replacement Update- The new Mutual signs will be replaced starting within a week.
- C. Budget Approval- After Board discussion, upon duly made and seconded, the Board approved the

following:

Mutual 19B 2018 Budget was duly mailed to the unit owners on September 5, 2018 for their comments, and whereas the required 30-day period for the submission of comments has elapsed, the Board of Directors hereby approves the 2019 Budget as mailed to the unit owners.

Resolution #56, 10/31/18

- D. LW Advisory Committee Approval- After Board discussion, upon duly made and seconded, the Board approved those applications submitted for the 2019 LW Advisory Committees from:

Larry Damsky; Community Planning & Security/Transportation
Janet Lazar; Education & Recreation
Ellen Lederman; Health
Jane Gervais; Landscape
Jack Dunn; Physical Properties
Budget & Finance; Jack Dunn
Rita Mastrorocco; Restaurant
John Gervais; Tennis Pickleball

Resolution #57, 10/31/18

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

- A. LWCC Board- Mr. Dunn stated the Board President decided to not take any business action. 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.
- B. Community Planning, Security & Transportation – Mr. Damsky stated the committee did not recommend the gate access but has been added to next year's budget, the committee agreed to write a letter to the board in support of getting the new gate access.
- C. Restaurant – Ms. Mastrorocco's report included: (1) Chef Mike will be making new deserts for the upcoming holidays. (2) New items will be added to the Terrace menu. (3) There will be no Octoberfest this year because of lack of interest as attendance has been going down. (4) Thanksgiving reservations and Hanukkah are going well. (5) The holiday season has lots of parties on the schedule. (6) Health inspection was on October 11th after 2 pictures were sent to the county showing open door and gate. The county came, and the door and gate were closed. County complained about crazy people. (7) Committee responded to Ms. Altman's letter concerning the state of dress of the LW restaurant managers. They explained that when they come in to check on things, they don't wear business attire. It was recommended by a committee member that they should keep business shirts in the office to slip on for those occasions. (8) The committee member requested the fireplace insert in the Clubhouse Grille to be replaced for a better one.
- D. Education & Recreation – Ms. Lazar's report included: (1) Committee approved the LW New Yorkers and Friends club. (2) Motion was made by Mr. Marks and seconded to have the outdoor pool open from 10am-8pm on Memorial and Labor Day. (3) Motion was made by Mr. Marks and seconded to leave the volleyball pool activities as is; time of play will not change.

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 3:41 p.m.

Next Regular Meeting – November 28, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrococco, Secretary

Mutual 19B Monthly Treasurer's Report

Balance Forward	10/1/2018	\$164,554			
Total Receipts	October	\$315,237			
Total Disbursements	October	-\$312,338			
Cash Balance	10/31/2018	\$167,452			
Net Operating Expenses	YTD 10/31/18	\$1,915,231	Over Budget		
	October 2018	\$34	Under Budget		
Replacement Reserve	10/31/2018	\$1,651,655			
Maintenance Reserve		\$150,537			
Insurance Deductible Reserve		\$27,284			
Cash Balance		\$169,283			
Total		\$1,998,758			
Delinquent Report - Nov. 16, 2018	3 accounts have charges but are less than 30 days old				
	1 account has a 30 day delinquent amount of \$15				
	60 day delinquent column is 0				
	90 day delinquent column is 0				

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 10/31/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	167	300	1,666	167	1,666	1,366
0	208	0	2,084	208	2,084	2,084
0	0	418	0	0	0	(418)
0	375	718	3,750	375	3,750	3,032
0	0	47,529	0	0	0	(47,529)
0	0	4,535	0	0	0	(4,535)
0	0	1,900	0	0	0	(1,900)
0	0	2,390	0	0	0	(2,390)
232	0	3,559	0	(232)	0	(3,559)
0	0	16,463	0	0	0	(16,463)
540	0	3,183	0	(540)	0	(3,183)
95	0	2,170	0	(95)	0	(2,170)
2,974	0	4,708	0	(2,974)	0	(4,708)
56	0	721	0	(56)	0	(721)
0	0	3,915	0	0	0	(3,915)
190	0	7,206	0	(190)	0	(7,206)
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)
4,088	0	113,587	0	(4,088)	0	(113,587)
36,427	32,996	502,645	382,277	(3,431)	382,277	(120,368)
7,335	6,701	68,267	67,010	(634)	67,010	(1,257)
2,783	2,608	25,345	26,082	(175)	26,082	737
2,152	2,186	21,004	21,861	34	21,861	857
(111)	(130)	(1,113)	(1,302)	(19)	(1,302)	(189)
186	181	1,856	1,805	(5)	1,805	(51)
(223)	(330)	(2,375)	(3,296)	(107)	(3,296)	(921)
297	170	1,967	1,701	(127)	1,701	(266)
1,451	1,451	14,511	14,511	0	14,511	0
1,781	1,655	17,330	16,548	(126)	16,548	(782)
6,754	6,760	67,464	67,599	6	67,599	135
1,113	1,069	10,316	10,689	(44)	10,689	373
4,824	4,933	48,613	49,329	109	49,329	716
668	569	5,604	5,691	(99)	5,691	88
557	895	8,275	8,945	338	8,945	670

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 10/31/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
186	187	1	2,078	1,869	(209)
37	111	74	594	1,114	520
185	185	0	1,848	1,848	0
4,683	4,683	0	46,830	46,830	0
92	92	0	925	925	0
1,283	1,283	0	12,831	12,831	0
0	546	546	0	5,460	5,460
36,032	35,805	(227)	352,169	358,050	5,881
5,220	4,550	(670)	48,585	45,505	(3,080)
4,478	4,478	0	44,780	44,775	(5)
297	332	35	3,043	3,318	275
3,430	3,430	0	34,300	34,299	(1)
111	63	(48)	1,521	630	(891)
0	216	216	0	2,164	2,164
13,536	13,069	(467)	132,229	130,691	(1,538)
85,995	81,870	(4,125)	987,043	871,018	(116,025)
5,455	5,421	34	(31)	1,884	(1,915)



November 2018

November 20, 2018

General Manager's Report

Community Financials

For the period ending, October 31, 2018, net operating expenses were \$34,700 over budget.

As of October 31, 2018, year-to-date net operating expenses were \$32,000 over budget.

In the month of October, there were 37 property transfers which contributed \$145,700 in transfer fees.

Lawsuit/CCOC Complaint Status

Nine residents filed a class action lawsuit against Leisure World Community Corporation and Leisure World of Maryland Corporation. Since filing on July 18th, four persons have dropped out as plaintiffs in the suit. Lawsuit documents are available, for review, on the resident portal.

In addition, a CCOC complaint was filed on August 28th by an individual challenging the legality of Leisure World Community Corporation; similar to the claims made in the class action lawsuit. Per CCOC policy, mediation was held on October 25th. On November 7th, the CCOC considered the complaint and declined to take jurisdiction over the 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; however, the three comments below we do not agree with:

- Create an ingress/egress connection between the new parking lot and the existing parking lot.
- Widen the connecting pedestrian aisle at the upper end of the existing parking lot to 10'-12' wide (current aisle width is designed at 5' wide but we can widen to 6').
- Retain both Japanese Pagoda trees at Cascade Circle with the deletion of the through road. One of the trees has been identified as a safety hazard and is recommended to be removed.

Upcoming Office Closures:

- November 22– Thanksgiving
- December 25– Christmas Day
- January 1— New Year's Day

WSSC Meet & Greet:

A meet & greet will be scheduled with representatives from WSSC. Board members will receive invitation to this event once a date has been selected. Mutual Board members are asked to provide specific questions by December 7th.

Phonebook/Website Directory:

A timeline has been developed for publication of an updated community phonebook. During this process, we will populate the website directory.

There will be an opportunity to opt-out for those who do not want their information published.

HR Corner:

During the month of October, there were 6 new hires, 4 departures and 9 open positions.

Open Enrollment for employees will begin on December 3rd.

Health Insurance Premiums renewed this year at no increase which created the opportunity to include an additional insurance option providing for use of out-of-network providers.

Possible Bulk Internet/Broadband Update

The LW team has a conference call on November 12th at 3:30pm to review the status of the overall project and will draft questions to be submitted to the 3 bidders (Hotwire, Comcast & Verizon).

The questions are targeted to be released on November 13th with responses due back by November 20th.

A teleconference meeting will be scheduled the week of December 10th.

Insurance Seminar

A Seminar will be held on November 20th from 1:30pm to 3:30pm in the ballroom (Club I) with the master policy insurance broker. All residents are invited to attend.

The following topics will be discussed:

LWMC Insurance Program

Property and Liability coverage specifically with regard to unit owners and shareholders
Property deductible

Personal Insurance

Property (betterments and improvements)
Personal Property
General Liability
Deductible coverage available
Additional living expense
Other coverages available

2019 PPD Service Contracts

Each year, owners are provided an opportunity to sign-up for a service contract with Physical Properties Department for the upcoming year.

There are 2 different service levels offered and contracts have been provided to owners.

To make sign-up easy, there will be sessions held in Clubhouse I and Clubhouse II in the months of November and December. In addition, sessions will be held in high-rise mutual party rooms.