

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.

April 25, 2018
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of March 28, 2018 Meeting
5. Treasurer's Report
 - A) Approval of Invoices (**Attachments#1- #4**)
 - B) Authorize CD
6. New Business/Action Items
 - A) Audit Report
 - B) PPD Proposal - Refinish 2 Benches - \$600 (**Attachment# 5**)
 - C) H&H Concrete Construction, Inc. Proposal for \$1,026.00 to remove and replace 108 square feet concrete sidewalk at Building #92 (**Attachment# 6**)
 - D) Continue Painting Touchup
 - E) Request proposals for Window Cleaning
 - F) Explore Property Manager Agreement with Mutual 19A
7. Unfinished Business - Update Reports
8. Leisure World Board of Directors and Advisory Committee Reports
9. Building Representatives
10. Unit Owners
11. Open Forum
12. Adjournment

Next Regular Meeting - May 30, 2018, Sullivan Room, 1:00 p.m.

Annual Meeting - May 2, 2018, Chesapeake Room, 2:00 p.m., Clubhouse I

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

March 28, 2018

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

Res# 83-#89

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

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrorocco, Secretary; Director; Regina Goldsborough, Director; John Dunn, Treasurer; Janet Lazar, Director

Directors Absent: Sigrid Nadeau, Director

Management: Thomas Snyder, Asst. GM for Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Barbara Long, Sid Lazar, Connie Costa, Clayton Lewis, Jude Howard, Virginia Austin, Larry Damsky, Ann Kyber, Judith Robinson, Michael Benefiel, Honey Rubington and daughter.

1. Call to Order – Mr. Gervais called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was amended: Under New Business: add F- ABM 15310 Beaverbrook Ct.
3. Genal Manager’s Report- The General Manager’s Report was presented by Mr. Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
4. Approval of Minutes of February 28, 2018 – The Minutes of the regular meeting held February 28, 2018 were approved as presented.
5. Treasurer’s Report- Mr. Dunn reported that that the Mutual has a balance of \$176,931.69 in the checking account. There were disbursements of \$130,189.95 & total receipts of \$120,066.07. As of March 16th there are no account in arrears of current condo fees. Two insurance claims are overdue; one for 90 days and one new insurance claim.

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

- 1) Mutual 19B Board of Directors approved payment of \$1,500.00 to Malvin, Riggins & Company, P.C., Invoice#1000070991, (Dated 02/28/18); for services rendered for LWM; Annual audited financial statements and tax related returns for M19B.

- 2) Mutual 19B Board of Directors approved of \$1,200.00 to McFall & Berry, Invoice#INV199052, (Dated 3/12/18); to take down & remove 2 mid-sized leaning trees in rear of bldg. # 92; 15301 Beaverbrook Ct.

Resolution# 83, 3/28/18

- 3) Mutual 19B Board of Directors approved payment of \$300.00 to Perrie, LLC. for their 2018 Annual Meeting, which is held on May 2, 2018 for the refreshments that will be provided at the meeting.

Resolution# 84, 3/28/18

6. New Business-

- A. PPD EZ Trap Proposal- \$18,420- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the LW PPD proposal (dated 2/12/18) & payment of \$18,420.00 to install EZ Traps in every unit in Mutual 19B. After installation flush each EZ Trap for proper operation. This includes all incomplete unit in all 7 buildings at \$87.71 per unit.

Resolution# 85, 3/28/18

- B. Approve proposal for walk light at Bldg. #93 for \$2,100- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the LW PPD proposal (dated 3/6/18) & payment of \$2,100.00 to remove all remaining bollard lights and replace with one 50-watt metal halide light in front of bldg.# 93

Resolution#86, 2/28/2018

- C. Approve McFall & Berry Proposals T-18067-BR \$2,700 & Proposal L-18068 \$1,485 Bldg. #88, take down 5 Bradford Pear Trees- Replace with 3 Shademasters and 2 Cherry Trees- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry tree service proposal#T-18067-BR (dated 3/22/18) & payment of \$2,700.00 to take down & remove 5 declining Bradford Pear Trees & stump from front right & left sides. Backfill holes with soil then seed at Bldg.# 88; 15300 Beaverbrook Ct. McFall & Berry was instructed by the Board to not take down until flowering is complete.

Mutual 19B Board of Directors approved the McFall & Berry tree service proposal#L18068-BR- BR (dated 3/22/18) & payment of \$1,485.00 to supply & install Gleditsia tricanthos "Shademaster" Honeylocust trees (2"-2.5" caliper) into areas specified. Also supply & install Pink Prunus okame Cherry trees (2"-2.5" caliper) into areas specified at Bldg.# 88; 15300 Beaverbrook Ct.

Resoultion#87, 2/28/2018

- D. Bldg. #89 Complaint- The Board approved for PPD to check both units, with two plumbers to investigate possible leak.

- E. Brunilda Sanchez- Age Wavier Request- Bldg. #94-2H- After discussion, upon duly made and seconded, the Board approve the following:

Mutual 19B Board of Directors approved the wavier submitted from Brunilda Sanchez asking for approval from the Board to grant her to purchase a condo in Mutual 19B of Leisure World at the age of 54. Ms. Sanchez will be of required age in January of 2019.

Resoultion#88, 2/28/2018

- F. ABM-15310 Beaverbrook Ct. Unit 89-3C- After discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Claire Holdenried, at 15310 Beaverbrook Ct., Unit 89-3C, to replace existing kitchens cabinets, counters, and appliances. Also replace 3 windows.

Resoultion#89, 2/28/2018

- 7. Unfinished Business- The Board gave an update on PPD work orders and other unfinished business.

- 8. Leisure World Board of Directors Report- Mr. Gervais's report included: (1) Fitness Center extension contract was approved. (2) Resolution to conduct an RFP for Strategic Planning was approved. (3) A survey will be sent out throughout LW asking what internet provider each resident currently using.

- 9. Advisory Committee Reports –
 - A. Community Planning, Security & Transportation- Mr. Damsky stated the meeting has been rescheduled for next month.

 - B. Restaurant-Ms. Mastrorocco stated the meeting was cancelled.

 - C. Education & Recreation- Ms. Lazar's report included: (1) The old Fitness Center will be refurbished. Proposed uses are for the ping pong club, and now for pickleball. (2) The E& R Advisory Committee advised accepting the proposed contract for Motivational Fitness- the current providers of trainers in the fitness center. (3) The site plan presentations are completed, Nicole Gerke will be presenting a compilation of feedback to the LWCC BOD. (4) A comedy "*Murder Mystery Dinner*" theater, Sunday April 22nd for \$42 each. You get a three-course meal and play a fun time playing a murder mystery game.

 - D. Physical Properties Department- No report at this time.

 - E. Health- Meeting was cancelled due to snow storm.

F. Tennis/Pickleball- First meeting will be April 4th.

G. Landscape- Committee reviewed the mutual properties for future cleanups proposals.

10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.

11. Unit Owners – All reports were noted.

12. Open Forum- A Resident inquired if the resident is responsible to install a ten-year smoke detector.

13. Adjournment- The meeting adjourned at 3:42 p.m.

Next Regular Meeting- April 28, 2018, Sullivan Room, 1:00 p.m.

Next Agenda Meeting- April 21, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

UNAUDITED

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

March 31, 2018

Balance Forward	\$176,931.69
Total Receipts (See Attached)	\$126,232.39
Total Disbursements (See Attached)	(\$149,963.72)
Cash Balance	\$153,200.36

Monthly Cash Receipts

Mutual 19B

03/01/2018-03/31/2018

Date	Account	Description	Amount
03/30/2018	131100.M091 100003 MR MM New Dominion	FEB/MER/MR DTF CK#1003	2,037.28
03/30/2018	131100.M091 100003 MR MM New Dominion	MAR/MER/MR CK#1003	7,265.88
03/30/2018	132100.M091 100002 IDL MM New Dominion	MAR/MER/ILR CK#1003	532.74
03/30/2018	113400 Accrued Interest	Int 2/25 RR#19 Ozarks	171.99
03/30/2018	131000.M091 100019 RR CD Bank of Ozarks	Int 3/25 RR#19 Ozarks	155.34
03/30/2018	131000.M091 100021 RR CD SonaBank	Int 3/18 RR#21 Sona	166.02
03/30/2018	131000.M091 100023 RR CD Pacific Ntl Bk	Int 3/23 RR#23 PNB	121.98
03/30/2018	113400 Accrued Interest	Int 2/28 RR#14 First Internet	160.24
03/30/2018	113400 Accrued Interest	Int 2/28 RR#24 First Internet	139.92

Total Miscellaneous Receipts	10,751.39
Total Tenant Receipts	115,481.00
Total Receipts	126,232.39

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 03/31/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
109,207	109,207	327,621	327,621	0
2,166	1,272	6,063	3,810	2,253
0	0	60	0	60
8,701	0	24,750	0	24,750
(24,081)	(23,188)	(71,828)	(69,566)	(2,262)
95,993	87,291	286,666	261,865	24,801
88	88	263	258	(5)
1,500	2,000	2,750	2,500	(250)
4,384	4,384	13,152	13,152	0
272	285	814	855	42
900	900	2,700	2,700	0
99	0	216	0	(216)
7,242	7,657	19,894	19,465	(429)
0	2,493	0	7,484	7,484
1,544	1,544	4,633	4,632	(1)
0	167	1,510	497	(1,013)
154	292	308	872	564
751	333	1,091	1,003	(88)
0	83	507	253	(254)
0	33	0	103	103
0	417	0	1,247	1,247
1,200	1,667	1,770	4,997	3,227
176	176	528	528	0
3,826	7,205	10,348	21,616	11,268
3,990	2,640	19,164	11,220	(7,944)
0	(709)	0	(3,012)	(3,012)
16,814	14,000	66,644	59,500	(7,144)
0	(809)	0	(3,437)	(3,437)
2,274	6,783	16,588	20,348	3,760
23,077	21,905	102,396	84,619	(17,777)

MUTUAL 19B
CASH INVESTMENTS
March 31, 2018

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							153,200.36	153,200.36
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	1.25%			149,200.94	81,492.53	13,429.52		244,122.99
100025 B OF I FEDERAL BANK	1.01%			192,882.67				192,882.67
	1.31%			96,195.57	60,725.12	8,642.28		165,562.97
CERTIFICATES OF DEPOSIT								
100019 BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100023 PACIFIC NATIONAL BANK	1.60%	100,000.00	09/25/2018	100,000.00				100,000.00
100014 FIRST INTERNET BANK	1.35%	150,000.00	11/07/2018	154,728.44				154,728.44
100018 SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	156,054.66				156,054.66
100012 SYNCHRONY BANK	2.00%	52,159.86	01/21/2019	52,355.46				52,355.46
100020 REVERE BANK	1.50%	100,003.29	04/12/2019	101,375.16				101,375.16
100017 EVER BANK	1.60%	100,696.94	10/03/2019	103,111.65				103,111.65
100021 SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022 EVER BANK	2.00%	104,658.29	08/23/2020	105,914.76				105,914.76
100024 FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:								
				608.33	(902.02)	0.00	293.69	
TOTAL				1,584,735.81	141,315.63	22,071.80	153,494.05	1,901,617.29

GENERAL MANAGER'S REPORT

April 19, 2018

COMMUNITY TOPICS

1. Finances –

For the quarter ending March 31, 2018, net operating expenses are \$37,400 over budget.

In March, there were 39 property transfers which contributed \$149,500 in transfer fees.

2. MNCPPC Planning Board Meeting—

MNCPPC Planning Board hearing for the Administration Building/CH1 Site Improvements Site Plan was held on November 30 and the Planning Board elected to defer a vote on the project.

A second hearing is expected to be scheduled in July/August.

Management concluded presentations to Mutuals on Thursday 3/15.

A summary report will be provided to the LWCC Board of Directors and Planning Board staff as requested.

3. Advisory Committee Joint Meeting—

The Community Planning Advisory Committee, Education & Recreation Advisory Committee, Restaurant Advisory Committee and Security & Transportation Advisory Committee held a special joint meeting on April 19th at 9:30am in the Montgomery Room to collectively discuss the revisions to the parking and traffic flow in the site plan amendment. The group was able to reach a consensus and the new plan will be reviewed at their May Advisory Committee meetings then final recommendations will be forwarded to the Board of Directors for review.

4. Insurance—

The General Manager met with Travelers representatives and the master policy broker on Friday, April 6th to discuss the upcoming renewal. Preliminary indication that coverages will renew at no increase. The broker is looking into possible extended coverage levels for the new policy year.

5. 2019 Budget—

In the month of April, Management will discuss preliminary assumptions with the Board of Directors & Advisory Committees.

6. Survey: Internet/Broadband Services—

Management is developing a timeline for conducting a community-wide survey. Information regarding the survey will be published in the Leisure World News prior to distribution.

7. Community Shredding Day—

The Community Shredding Day will take place on Saturday, May 5th from 10:00am to 1:00pm in the Administration Building parking lot.

8. Recruitment—

New Hires:

Laurie Dawson – Assistant Director, Human Resources (HR)

Departures:

Joseph Bennett – Assistant Property Manager (20A)

Promotional Transfers:

Ariel Mercado – Community Patrol Officer (S&T)

Open Positions:

Accounting Clerk – (Accounting)

Administrative Assistant – (20A)

Property Manager – (20A)

Maintenance Assistant (Temporary) – (20A)

Receptionist – (E&R)

Golf Course Technician (Seasonal) – (Golf)

HVAC Service Technician - (PPD)

Security Guard – (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Sanitation/Recycle Driver – (PPD)

Supplemental Transportation Driver – (S&T)