

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM - 1:00 P.M.
WEDNESDAY, JULY 31, 2019

AGENDA

1. Call to Order
2. Approval of The Agenda
3. Unit Owners Open Forum (30 Min.)
4. Residents Open Forum (30 Min.)
5. General Manager's Report 1-2
6. Presentation by Montgomery County Rainworks Program, re: Our Parking Lots
7. Approval of Minutes June 26, 2019 Meeting 3-7
8. Treasurer's Report- **(Attachment)** 9-10
 - a. Approval of Invoices **(Attachment)** 11-12
9. New Business/Action Items-
 - a. Confirmation of Action without a Meeting **(Attachment)** 13-14
 - b. Acknowledgement of Emergency Action (Unit 3-C, B90)
 - c. JustDoors & Hardware LLC. Proposals – Trash rooms & stairwell doors **(Attachment)** 15-17
 - d. Appointment of Co-Building Representatives for Building #90:
 - i. Maureen McCleary and
 - ii. Bernice Abner.
 - e. Dorma Service Proposal- Contract Renewal **(Attachment)** 19-22
 - f. New Drainage Proposal- Buildings #89 & #92
 - g. Final roofing repairs
 - h. McFall and Berry
 - i. PPD emergency light- Building #90 **(Attachment)** 23
10. Unfinished Business –
 - a. Mold – Building #94, FINAL REPORT
 - b. Replacement Door Trash Room Door for Building 93 (See9b above)
 - c. PPD Updates
 - i. Chipped Paint on Side Doors
 - ii. Storage Door on Building 88.
 - iii. Exposed condensate Line behind Building 93 – standing water
 - d. Updates Ongoing Projects- Bylaws
 - e. Mutual Messenger Bee
11. Leisure World Board of Directors and Advisory Committee Reports
12. Building Representatives
13. Next Regular Board Meeting – Wednesday, August 28, 2019 at 1:00 p.m. – Sullivan Room
14. Adjournment

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B –
CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY, JUNE 26, 2019

Res. #19-#27

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held in the Sullivan Room of the Administration Building on Wednesday, June 26, 2019 at 1:00 p.m.

Directors Present: Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Virginia Austin, Director; Regina Goldsborough, Director; and Sigrid Nadeau, Director.

Directors Absent: Jack Dunn, President.

Management: Melissa Pelaez; Asst. General Manager of Support Services; Jennifer Quinteros, Mutual Assistant, Alexa Cuque, Mutual Assistant.

Visitors: Larry Damsky, Jane Gervais, Kristin Doherty, Charles Middleton, James and Meriel Brewer, Connie Costa, Mary Cawley, Dennis Hawkins, Clayton Lewis, Marion Rosenberg.

1. Call to Order – Mr. Benefiel 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 unit owners present at the meeting. Mary Cawley, Owner of Unit 89-1H, described the water intrusion problems in her home, as well as efforts to respond and repair these.
4. Residents Open Forum- Reports were presented from the residents present at the meeting.
5. General Manager's Report – The June 2019 General Manager's Report was presented by Mrs. Pelaez. All questions and comments were responded to by Mrs. Pelaez.
6. Jim Olavarria- Building 89-1H- Water Intrusion- Upon motion duly made and seconded, the Board agreed,

To obtain a quote from PPD to use camera-in-pipe technology to examine the H-tier of all seven buildings or whichever tier combines condensate discharge with stormwater discharge. Our purpose is to prevent another water intrusion emergency.

Resolution #20, 6/26/19

7. Approval of Minutes and Closed Session of May 22, 2019 – The May 22, 2019 Regular Board meeting and the Closed Session minutes were approved as presented.
8. McFall & Berry – Mike Angeles and Richard Jones – Mr. Angeles reported Montgomery County Council passed Bill 52-14 that bans the use of synthetic herbicides in the county excluding golf courses, school playgrounds and stadiums. McFall & Berry is part of continuing litigation that opposes the County's action. McFall & Berry is also making efforts to comply with this ban, by substituting soybean oil as a pre-emergent herbicide and organic iron as a pesticide, for example. Upon motion duly made and seconded, the Board agreed,

To accept the McFall & Berry proposal #T19232GZ in the amount of \$350.00, to remove a storm damaged Pear tree and stump from the front left side of Building 89 (15310 Beaverbrook). Tree = \$250.00; Stump = \$100.00; Total = \$350.00

Resolution #21, 6/26/19

Upon motion duly made and seconded, the Board agreed,

To accept the McFall & Berry revised proposal #L19291AA and to approve payment in the amount of \$1,357.00, to remove the existing grasses on the right side of Building 88 (15300 Beaverbrook) entrance and supply and install Global Blue Spruce (24"-30") to replace these. McFall & Berry will also supply and install a Cleveland Pear 'Select' (2.5'-3" caliper) in front of Building 89 (15310 Beaverbrook); McFall & Berry will also remove small Juniper bush from front right side of Building 92 (15301 Beaverbrook) and supply and install Osmanthus (3 gal) to replace it.

Resolution #22, 6/26/19

McFall & Berry: Following discussion, the Board agreed to obtain a proposal from McFall & Berry for future use of natural herbicides and pesticides, complying with Montgomery County Bill 52-14. The cost of such natural products will be considered in the budget for the year of 2020. Upon motion duly made and seconded, the Board agreed,

To conduct a walkthrough with McFall & Berry to identify the property locations where the Organic Program may be utilized.

Resolution #23, 6/26/19

9. Treasurer's Report- Upon motion duly made and seconded, the Board agreed,

To approve payment amount of \$1,120.00 to Advantage Green Solutions, LLC invoice dated 06/12/2019, #46280 for their construction services/change order to add an additional drainpipe and tie this discharge into an underground system at Building 88 (15300 Beaverbrook Ct.)

Resolution #19, 6/26/19

10. New Business/Action Items-

A. JustDoors & Hardware LLC. Proposal- 15311 Beaverbrook Ct.- Deferred.

B. Chute Master- Building #91- Trash Chute Proposal- Upon motion duly made and seconded, the Board agreed,

To accept proposal and approve payment of \$820.00 to furnish and install (1) 15"X18" All city stainless steel intake doors, with rubber baffle, 3" trim and locking T-Handle on third floor at building 91 (15210 Elkridge Way).

Resolution #24, 6/26/19

C. Chute Master Proposal- Trash Chute Cleaning- Upon motion duly made and seconded, the Board agreed,

To accept revised proposal and payment of \$2,205.00 to chute cleaning and deodorizing, enzyme treatment, hopper door cleaning and to wash and deodorize dumpsters instead of the compactors in all seven buildings.

Resolution #25, 6/26/19

D. ABM – Dunn – Upon motion duly made and seconded, the Board agreed,

To accept the Application for Building Modification (ABM) request from the unit owner at 15211 Elkridge Way #1E, to install and replace patio door as specified. All work is to be completed by Rockville Window and Door Company.

Resolution #26, 6/26/19

E. E&R Services, Inc. Proposal- Window Cleaning- Upon motion duly made and seconded, the Board agreed,

To accept and approve the payment of \$5,300.00 for outside window cleaning for all seven buildings. Includes cleaning of the stairwell windows interior and exterior and the removal of the window screen to clean the window, providing that the same screen will be placed back on the window after it is cleaned.

Resolution #27, 6/26/19

F. Newsletter- The Board agreed to contract someone who will design and publish the newsletter for the mutual.

11. Unfinished Business –

A. Mold – (Building #94- 1H - 15211 Elkridge Way) – Deferred. Mr. Benefiel will contact Mr. Dunn to obtain the determined information if the mold is due to the unit owner's negligence. If so, it will be the responsibility of the unit owner.

B. PPD Updates – Ellen Lederman from building #90 reported a ping pong sized holes in the wall opposite of the mailbox area and a second hole (or gouge) on the left side on the bottom of the wall on the second floor that needs to be repaired and a paint touch up. This may be the result of a recent move-in in that building.

C. Updates Ongoing Projects- Bylaws- Mr. Gervais reported corrections were made to Bylaws and sent to a lawyer who will return and submit Bylaws in a format that can be edited and corrected by the Board.

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

A. LWCC Board – Mr. Gervais mentioned the approval of \$10,000.00 for a Golf Course consultant. MedStar reported trouble as mental health care is limited by staff shortages as psychiatry professionals and psychotherapists are retiring. He also discussed a motion to allow Executive Committee members on Advisory Committees. The motion failed. Mr. Gervais reported that the LWCC Board is beginning the 2020 Budget process. A budget assumption for 2020 includes a charge of \$175.00 per unit for the LW shared community facilities and will rise another \$31.00 when the bulk internet Comcast service is included.

B. Restaurant – Ms. Mastrorocco reported: Lunch time delivery reception is very good. Monday through Friday from 11 am to 3 pm. Driver carries credit card machine and cost plus \$4.00 service fee; Crab Feast for last Wednesday in July, August, September, and October. July has only a few seats left; Bring a new customer to restaurant and both meals are half price with mention of email; Live music until the end of the year; Hired two new bartenders and driver for delivery; No Health Department inspection; Only information from Ed and Bobby is reliable for the restaurants; Ed's wish list for the upcoming budget was prioritize with cost and sent to RAC members and it includes replacement of refrigerator with new ones with double doors; Second wine refrigerator; Use storeroom by Ballroom for refrigeration; New rolling bar for banquets and parties; Another ice maker; Second deep fryer; and Longer newer flat top grill for Stein Room.

C. S&T- Mr. Damsky reported meeting was rescheduled to July 11th to discuss the change of the lane structure at the Georgia Avenue entrance. Committee believes they are going to offer replacement of security gate and car will be able to go in and out by having a detection device in front of the cars and will be read automatically to allow cars in. Mr. Damsky believes these changes will not be advantages to Leisure World.

D. E&R- Ms. Goldsborough reported that volunteers/attendees for the 4th of July parade are needed. The Community Affairs Day is scheduled for October 23rd. No smoking in the atrium of the Lanai. Controversial discussions on the Marijuana Club allegedly serving cookies with their "product" and questioning the validity of the club being noncommercial.

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

12. Next Regular Board Meeting – Wednesday, July 31, 2019, Sullivan Room at 1:00 p.m.

14. Adjournment – The meeting adjourned at 4:13 p.m.

Rita Mastrococco, Secretary

Mutual 19B - July 31, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 6/1/19	\$139,579.20
Total Receipts - June	138,940.74
Total Disbursements - June	<u>(118,870.40)</u>
Balance - 6/30/19	\$159,649.54

Net Operating Expenses

Year To Date - 6/30/19	\$15,902	Under Budget
Month of June 2019	\$ 6,086	Under Budget

Cash Investments 6/30/19

Replacement Reserve	\$1,678,154.12
Maintenance Reserve	159,280.20
Insurance Deductible Reserve	29,804.62
Other	<u>158,177.25</u>
Total	\$2,025,416.19

Delinquent Report (as of July 16, 2019)

5 accounts have fee charges of \$2,279.00 less than 30 days old
(\$30 of above amount are for 2 late charges - 30 to 90 days old)
1 account has fee charges of \$1,755.00, from 30 to 90 days old
(Delinquent letter sent by Mutual Accountant on June 19, 2019)
(Board needs to pass lien resolution at July 31, 2019 meeting)
1 account owes fees of \$4,169.00 starting from 12/1/18
Total Delinquent = \$8,203.00

Reserve Summary Report - January 1, 2019 to June 30, 2019

	<u>Annual Budget</u>	<u>Monthly Budget</u>
Replacement Reserve	\$192,300	\$16,025
Maintenance Reserve	73,000	6,083
Legal/Insurance Reserve	10,000	833
Reserve Interest	<u>23,773</u>	<u>1,981</u>
Total	\$299,073	\$24,922

	<u>Total Monthly Reserve Budget</u>	<u>Transfers To Reserves</u>	<u>Transfers From Reserves</u>
January	\$24,923	\$26,232	\$3,183
February	24,923	25,985	26,452
March	24,923	26,334	10,719
April	24,923	26,239	16,213
May	24,923	26,678	41,294
June	<u>24,923</u>	<u>26,417</u>	<u>21,286</u>
Total	149,538	\$157,885	\$119,147

Replacement Reserve Expenditures

Concrete	\$13,938
Patio Doors	6,175
Drainage	36,874
Other	<u>33,634</u>
Total	\$90,621

Maintenance Reserve Expenditures

Electrical	\$ 2,400
Plumbing	14,834
HVAC	2,458
Other	674
Building Maint.	4,882
Painting	2,196
Dryer Vents	<u>52</u>
Total	\$27,496

Insurance/Legal Reserve Expenditures Total \$1,030

Grand Total Reserve Expenditures

Replacement Reserve	\$90,621
Maintenance Reserve	27,496
Insurance/Legal	<u>1,030</u>
Total	\$119,147

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
112,342	112,342	0	674,052	674,052	0
3,476	1,981	1,495	20,230	11,886	8,344
60	0	60	435	0	435
0	0	0	613	0	613
0	0	0	25	0	25
21,286	0	21,286	119,148	0	119,148
<u>(26,417)</u>	<u>(24,923)</u>	<u>(1,494)</u>	<u>(157,884)</u>	<u>(149,538)</u>	<u>(8,346)</u>
110,747	89,400	21,347	656,619	536,400	120,219
88	88	1	525	522	(3)
0	0	0	4,250	4,600	350
350	0	(350)	700	0	(700)
4,384	4,384	0	26,304	26,304	0
275	285	11	1,647	1,710	63
906	927	21	5,736	5,562	(174)
0	0	0	25	0	(25)
6,002	5,684	(318)	39,187	38,698	(489)
2,800	3,500	700	11,200	21,000	9,800
1,591	1,591	0	9,544	9,546	2
0	333	333	47	1,998	1,951
0	111	111	0	664	664
301	292	(9)	2,965	1,748	(1,217)
0	333	333	1,903	1,998	95
0	150	150	3,255	900	(2,355)
0	33	33	0	198	198
0	417	417	0	2,498	2,498
7,348	1,250	(6,098)	7,348	7,500	152
176	182	6	1,056	1,092	36
12,216	8,192	(4,024)	37,318	49,142	11,824
1,720	2,450	730	20,451	19,250	(1,201)
0	(467)	(467)	0	(3,674)	(3,674)
5,242	12,250	7,008	85,452	96,250	10,798
0	(1,398)	(1,398)	0	(10,984)	(10,984)
5,970	9,091	3,121	37,495	45,454	7,959

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
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3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
12,932	21,926	8,994	TOTAL UTILITY EXPENSES	143,397	146,296	2,899
0	167	167	OTHER EXPENSES	0	998	998
0	167	167	01 Activities	0	1,002	1,002
0	334	334	Bad Debt	0	2,000	2,000
31,149	36,136	4,987	TOTAL OTHER EXPENSES	219,903	236,136	16,233
(10,000)	0	10,000	TOTAL OPERATING EXPENSES	13,938	0	(13,938)
725	0	(725)	RESERVE EXPENSES	6,175	0	(6,175)
26,759	0	(26,759)	01 RR Concrete	36,874	0	(36,874)
0	0	0	04 RR Patio Doors	33,634	0	(33,634)
464	0	(464)	11 RR Drainage	2,400	0	(2,400)
116	0	(116)	20 RR Other	14,834	0	(14,834)
1,635	0	(1,635)	03 MR Electrical	2,458	0	(2,458)
220	0	(220)	05 MR Plumbing	674	0	(674)
1,367	0	(1,367)	08 MR HVAC	4,882	0	(4,882)
0	0	0	10 MR Other	2,196	0	(2,196)
0	0	0	12 MR Building Maint	52	0	(52)
0	0	0	14 MR Painting	1,030	0	(1,030)
0	0	0	20 MR Dryer Vents	119,148	0	(119,148)
0	0	0	01 ILR Insurance/Legal	0	0	0
21,286	0	(21,286)	TOTAL RESERVE EXPENSES	43,351	40,683	(2,668)
6,897	6,781	(116)	COMMUNITY FACILITIES	15,660	15,850	190
2,523	2,642	119	10 Administration	13,248	13,004	(244)
2,041	2,167	126	20 Education & Recreation	(557)	(820)	(263)
(93)	(136)	(43)	21 Club House II	1,039	882	(157)
186	147	(39)	22 LW News	(1,864)	(1,864)	(380)
(223)	(311)	(88)	25 Food Service	1,596	942	(654)
186	158	(28)	30 Medical Center	9,032	9,032	0
1,506	1,506	0	40 PPD Management	10,168	10,372	204
1,670	1,728	58	41 Grounds	42,304	42,296	(8)
7,051	7,050	(1)	43 Trash	6,457	6,439	(18)
1,076	1,073	(3)	58 TV	30,244	30,492	248
4,824	5,082	258	60 Transportation	3,562	3,588	26
594	599	5	65 Security	5,195	5,531	336
742	922	180	70 Street Lights	1,113	782	(331)
148	130	(18)	80 Golf Course			
			81 Pro Shop			

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 Mutual Revenue And Expense Statement
 06/30/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
26	27	1	7100	156	166	10
248	248	0	7100	1,486	1,486	0
4,683	4,683	0	7100	28,098	28,098	0
374	374	0	7100	2,244	2,244	0
1,283	1,283	0	7100	7,698	7,698	0
0	546	546	7100	0	3,276	3,276
35,742	36,699	957		220,610	220,177	(433)
4,930	4,810	(120)	7600	30,989	28,857	(2,132)
4,666	4,666	0	7600	27,992	27,992	0
0	0	0	7600	223	0	(223)
260	332	72	7600	1,670	1,990	320
3,670	3,670	0	7600	22,020	22,020	0
148	61	(87)	7600	594	365	(229)
0	217	217	7600	0	1,294	1,294
13,674	13,756	82		83,487	82,518	(969)
101,852	86,591	(15,261)		643,148	538,831	(104,317)
8,895	2,809	6,086		13,471	(2,431)	15,902



General Manager's Report

July 2019

July 23, 2019

Community Financials

For the period ending June 30, 2019, net operating expenses were \$15,100 under budget.

Year-to-date, net operating expenses were \$28,300 over budget.

In the month of June, there were 37 property transfers which totaled \$160,000 in transfer fees.

Class-Action Lawsuit Status

The judge ruled in favor of the Community regarding Count I - the Board of Directors selection process. There are 5 remaining counts under consideration by the court; as detailed below:

- 2% Resale Fee
- Resale Administration Fee
- Monthly Assessment to the Mutuals
- Violation of the Consumer Protection Act
- Violation of Fiduciary Duty

The plaintiffs filed a 3rd Amended Complaint on June 20th. A copy of the amended complaint is available on the residents.lwmc.com website for residents to view.

M-NCPPC Planning Board Update

The Planning Board approved the site plan amendment with conditions during the second hearing on the project, held on March 28th. The Planning Board has documented the conditions through a safety resolution.

Next step in the process: A Request for Proposal went out on July 3rd to solicit proposals from architectural firms for the permitting phase of the project. The bids are due back by July 26th.

Upcoming Office Closures:

- **Sept 2—**
Labor Day

LW Strategic Planning

Surveys were mailed to all residents and off-site owners on June 18th. Residents requesting a replacement copy of the survey, may obtain one by visiting the Administration Building receptionist or the E&R Office in Clubhouse I or Clubhouse II. To complete the survey online, please visit the "Your Community" tab on the resident website (Residents.lwmc.com).

Responses to the survey are due by August 7, 2019.

Bulk Internet/Broadband Update

The LWCC Board of Directors approved the final agreement with Comcast during the Special Meeting held on July 16th.

Legal counsel representing both parties (LW & Comcast) are currently finalizing the agreement.

Next steps: A joint meeting will be scheduled to discuss an implementation plan. As details are confirmed, information will be provided in Leisure World News articles beginning mid-August.

2020 Budget Planning

The GM attended the May Budget & Finance Committee Meeting to review and discuss the strategy for developing the 2020 operating budget. A revised draft budget assumptions will be reviewed by the Budget & Finance Committee and LWCC Board in July.

HR Corner

In the month of June, there were 2 new hires, 3 departures and 2 promotional transfers.

We have the following open positions:

- Maintenance Assistant, Greens I
- Sanitation Driver
- Security Guard
- Supplemental Transportation Driver
- Service Plumber
- Special Police Officer