

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.
March 27, 2019 Sullivan
Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Mastrococco, 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 February 27, 2019 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices (**Attachment #1-#3**)
 - B) CD Activity Approval (CD Expiring 4/12/19) (**Attachment #4**)
 - C) Audit Presentation/Approval
8. New Business/Action Items-
 - A) McFall & Berry Proposal T19035GZ (2/2/19) - Remove Trees, Bldg. #90 and #92 (**Attachment #5**)
 - B) Deer Repellent Applications (**Attachment #6**)
9. Unfinished Business –
 - A) PPD Updates
 - B) Updates ongoing projects- Bylaws, Drainage work Bldg. #88, Leaking valves
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

Next Regular Meeting - April 24, 2019, Sullivan Room, 1:00 p.m.

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

February 27, 2019

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

Res.

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, February 27, 2019 at 1:00 p.m.

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

Management: Crystal Castillo; Asst. GM of Support Services; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Jane Gervais, Clayton Lewis, Larry Damsky, Dennis Hawkins

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 unit owners 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 Crystal Castillo. All questions and comments were responded to by Ms. Castillo.
6. Approval of Minutes of January 30, 2019 – The Minutes of the regular meeting held on January 30, 2019 were corrected and approved.
7. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance forward of \$138,898.92 for the beginning of January. There were disbursements of \$173,246.49 & total receipts of \$175,695.38, leaving a balance for the end of January of \$141,347.81.

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

- 1) Dynalectric Company Invoice #27433 (Dated: 2/11/19) ... \$2,200.00 (Attachment #1)

Multiple trips spent to determine extent and solutions to deficiencies for Mutual 19B building #88-94 with sprinkler flow switches, control valves and test drains. Pictures taken and to be included with proposal for correction needed.

- 2) Malvin, Riggins & Company, Invoice #1000078948 (Dated: 1/31/19) ... \$1,250.00

Invoice is for the following services rendered for LWM- Mutual 19B Unit Owners. Progress billing in connection with annual audited financial statements and related tax returns, to include conferences as required.

- 3) **Advantage Green Solutions, LLC #45720 (Dated: 1/30/19)** \$5,174.50
Bldg. #89- Cleaned all gutters, inspect fascia, checked pitch on all gutters, correct as necessary, installed new hidden hangers to secure gutters properly.
- 4) **Advantage Green Solutions, LLC #45744 (Dated: 2/6/19)** \$4,825.00
Bldg. #90- Cleaned gutters, inspect fascia, checked pitch on all gutters, correct as necessary, installed new hidden hangers to secure gutters properly.
- 5) **Advantage Green Solutions, LLC #45745 (Dated: 2/6/19)** \$4,681.50
Bldg. #91- Cleaned gutters, inspect fascia, checked pitch on all gutters, correct as necessary, installed new hidden hangers to secure gutters properly.
- 6) **Advantage Green Solutions, LLC #45750 (Dated: 2/7/19)** \$4,688.00
Bldg. #92- Cleaned gutters, inspect fascia, checked pitch on all gutters, correct as necessary, installed new hidden hangers to secure gutters properly.
- 7) **Advantage Green Solutions, LLC #45751 (Dated: 2/7/19)** \$4,671.50
Bldg. #92- Cleaned gutters, inspect fascia, checked pitch on all gutters, correct as necessary, installed new hidden hangers to secure gutters properly.
- 8) **Corinne G. Rosen, ESQ. (Dated: 2/23/19)** \$1030.00
Reviewed, proofread, and edit/correct Bylaws-retyped. Add in prior Bylaw amendments to re-typed bylaw documents; transmit documents to BOD electronically.

Resolution #76, 2/27/2019

- B) Maturing Synchrony Bank CD on 1/21/19- Upon motion duly made and seconded, the Board agreed-

Resolved, the Board of Directors of M19B authorize the Leisure World Accounting Staff to redeem and invest the entire proceeds of the Bank OZK CD that matures on 3/25/19 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution #77, 2/27/19

8. New Business-

- A. Bylaw Updates- Lawyer Reviewing- Draft has been completed for the Board to review for final version.
- B. Dyanelectric Proposal #0519-0182- After Board discussion, the Board upon motion duly made and seconded, approved the following:

Resolved, that the Board of Directors hereby approves the proposal #0519-0182 and payment in the amount of \$13,450.00 submitted from Dynalectric Emor Company to replace and repair multiple

deficiencies in buildings 88 thru 94 when invoice(s) are submitted from Dynalectric Emor Company.

Resolution #78, 2/27/2019

- C. ABM Form-15201 Elkridge Way #2K- After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Yuriy, Sofiya, and Dmitry Krylov, at 15201 Elkridge Way., Unit 93-2K, to remove existing kitchen cabinets, counters, and backsplash tile.

Resolution #79, 2/27/2019

- D. Approval of Orkin Termite Proposal-Bldg.#88-1C- After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Resolved, that the Board of Directors hereby approved the proposal and payment in the amount of \$1,298.00 submitted from Orkin Pet Control Company for subterranean termite treatment (patio has mud tunnels coming up) at 15300 Beaverbrook Ct. Unit 1C when the invoice(s) are submitted from Orkin Pet Control Company.

Resolution #80, 2/27/2019

- E. PPD Maintenance Proposal- After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the LW PPD Annual Maintenance Proposal (Dated 2/25/2019) in the amount of \$28,000.00 for all seven buildings #88-94. Annual maintenance items to be completed and charged at, time and materials in the amount of \$28,000.00 due in ten monthly installments according to the schedule of payments in the amount of \$2,800.00, based on completed reports with detailed work provided to the Board of Directors and Mutual Assistant.

Resolution #81, 2/27/2019

- F. McFall & Berry Proposal T19035GZ (Dated:2/2/19) - Board agreed to postpone until the March Board meeting.

- G. Annual Meeting Refreshment Approval- After discussion, the Board upon motion duly made and seconded, the Board approved the following:

Board authorize the expenditure amount of \$300 to the social committee for the purpose of having refreshments available at the M19B 2019 Annual Meeting that will be held on May 1, 2019.

Resolution #82, 2/27/2019

9. Unfinished Business –

- A. PP Updates: All projects are going well and in the process of being completed.
- B. Discussion of “Due Process Procedure for Complaints and/or Rule Violations”- Board agreed to postpone the topic for future review.

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

- A. LWCC Board- Mr. Dunn mention the LWCC Board proposed a resolution stating that all resolutions are to reviewed by the executive committee prior to being submitted to be apart of the agenda for the LWCC Board meetings.
- B. Security & Transportation – Mr. Damsky mention this is discussion proposing the modification of the Georgia Ave gates into LW and LW Plaza.
- C. Restaurant – Ms. Mastrococco’s report included: (1) The sliding lid chafing dish has been tested and LW has approved the purchase of 12 additional dishes at \$167 each. (2) Outside ice box is still on hold pending resolutions of construction proposals. (3) A table tent has been purchased for testing in lieu of the table skirt. It goes over the table and is washable. (4) Holiday parties are filling up- St. Patrick’s Day, Easter, and Mother’s Day. (5) Crab feasts are scheduled for the last Wednesday in July, August, September and October. Tickets are \$55. (6) The Clubhouse Grille will open March 19th with live music every other Wednesday with a cover charge of \$5 per person on those nights. (7) The RAC adopted the resolution that RAC will act on the CPAC proposed revision until after the survey results are reported.
- D. Education & Recreation – No report at this time.
- E. Budget & Finance- Mr. Dunn stated that funds have been used for the remediation of mold throughout the Administration Building.
- F. Physical Properties Department – No report at this time.
- G. Health – No report at this time.
- H. Tennis/Pickleball – No report at this time.
- I. 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 3:25 p.m.

13. Closed Session- Board held a closed meeting to discuss misconduct of residents within the mutual and ways to improve and address the situation. Meeting ended at 4:15pm.

Resolution #83, 2/27/2019

Next Regular Meeting – March 27, 2019, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual 19B - March 27, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 2/1/19	\$141,347.81
Total Receipts - February	146,381.39
Total Disbursements - February	<u>(133,907.89)</u>
Balance - 2/28/19	\$153,821.31

Net Operating Expenses

Year To Date - 2/28/19	\$1,857	Under Budget
Month of February 2019	\$5,434	Over Budget

Cash Investments 2/28/19

Replacement Reserve	\$1,668,086.62
Maintenance Reserve	162,042.78
Insurance Deductible Reserve	29,770.28
Other	<u>152,774.84</u>
Total	\$2,012,674.52

Delinquent Report (as of Mar. 16, 2019)

4 accounts have charges but are less than 30 days old
30 day delinquent amount is \$486.00 for two assessments
60 day delinquent amount is \$456.00 for one assessment
90 day delinquent amount is \$452.00 for one assessment

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 02/28/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	VARIANCE
112,342	112,342	224,684	224,684	224,684	0
3,044	1,981	6,327	3,962	3,962	2,365
90	0	150	0	0	150
26,452	0	29,635	0	0	29,635
<u>(25,985)</u>	<u>(24,923)</u>	<u>(52,217)</u>	<u>(49,846)</u>	<u>(49,846)</u>	<u>(2,371)</u>
115,943	89,400	208,579	178,800	178,800	29,779
88	88	175	170	170	(5)
1,250	750	1,750	1,250	1,250	(500)
4,384	4,384	8,768	8,768	8,768	0
275	285	549	570	570	21
906	927	1,812	1,854	1,854	42
<u>25</u>	<u>0</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>(25)</u>
6,927	6,434	13,079	12,612	12,612	(467)
0	3,500	0	7,000	7,000	7,000
1,591	1,591	3,181	3,182	3,182	1
47	333	47	666	666	619
0	111	0	220	220	220
365	292	1,161	580	580	(581)
836	333	836	666	666	(170)
2,200	150	2,200	300	300	(1,900)
0	33	0	66	66	66
0	417	0	830	830	830
0	1,250	0	2,500	2,500	2,500
176	182	352	364	364	12
5,215	8,192	7,777	16,374	16,374	8,597
4,803	4,200	10,069	9,100	9,100	(969)
0	(802)	0	(1,738)	(1,738)	(1,738)
25,807	21,000	43,892	45,500	45,500	1,608
0	(2,396)	0	(5,192)	(5,192)	(5,192)
5,748	6,818	12,303	13,636	13,636	1,333
36,358	28,820	66,263	61,306	61,306	(4,957)

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 02/28/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE		YTD	YTD	VARIANCE
ACTUAL	BUDGET			ACTUAL	BUDGET	
0	167	167	6401	0	330	330
0	167	167	6403	0	334	334
0	334	334		0	664	664
0	0	0	6900	30	0	(30)
24,041	0	(24,041)	6900	24,041	0	(24,041)
241	0	(241)	6900	532	0	(532)
274	0	(274)	6900	424	0	(424)
227	0	(227)	6900	227	0	(227)
61	0	(61)	6900	387	0	(387)
580	0	(580)	6900	769	0	(769)
0	0	0	6900	2,196	0	(2,196)
1,030	0	(1,030)	6900	1,030	0	(1,030)
26,452	0	(26,452)		29,635	0	(29,635)
74,952	43,780	(31,172)		116,755	90,956	(25,799)
7,225	6,781	(444)	7100	14,779	13,559	(1,220)
2,672	2,642	(30)	7100	5,344	5,282	(62)
2,301	2,167	(134)	7100	4,602	4,336	(266)
(93)	(136)	(43)	7100	(186)	(276)	(90)
148	147	(1)	7100	297	294	(3)
(297)	(311)	(14)	7100	(594)	(620)	(26)
445	158	(287)	7100	816	310	(506)
1,506	1,506	0	7100	3,008	3,008	0
1,744	1,728	(16)	7100	3,488	3,460	(28)
7,051	7,050	(1)	7100	14,101	14,096	(5)
1,076	1,073	(3)	7100	2,152	2,147	(5)
5,195	5,082	(113)	7100	10,391	10,164	(227)
594	599	5	7100	1,187	1,192	5
928	922	(6)	7100	1,855	1,843	(12)
223	130	(93)	7100	445	262	(183)
26	27	1	7100	52	58	6
248	248	0	7100	494	494	0
4,683	4,683	0	7100	9,366	9,366	0
374	374	0	7100	748	748	0
1,283	1,283	0	7100	2,566	2,566	0
0	546	546	7100	0	1,092	1,092

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 02/28/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
37,332	36,699	(633)	TOTAL COMMUNITY FACILITIES	74,913	73,381	(1,532)
5,165	4,810	(355)	MUTUAL OPERATING	10,564	9,617	(947)
4,666	4,666	0	10 Administration	9,328	9,328	0
56	0	(56)	41 Grounds	111	0	(111)
297	332	35	42 Special Projects	594	662	68
3,670	3,670	0	44 Community Services	7,340	7,340	0
74	61	(13)	50 Janitorial	148	121	(27)
0	217	217	52 After Hours	0	426	426
			100 Salary Adjustment			
13,928	13,756	(172)	TOTAL MUTUAL OPERATING	28,086	27,494	(592)
126,212	94,235	(31,977)	TOTAL EXPENSES	219,753	191,831	(27,922)
(10,269)	(4,835)	(5,434)	INCOME/DEFICIT	(11,174)	(13,031)	1,857

MUTUAL 19B
CASH INVESTMENTS
February 28, 2019

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							153,821.31	153,821.31
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	1.74%			35,926.93	65,217.08	14,285.74		115,429.75
AXOS BANK	2.02%			247,006.23				247,006.23
100028 PACIFIC NATIONAL BANK	1.90%			79,947.68	97,015.28	15,484.54		192,447.50
CERTIFICATES OF DEPOSIT								
100019 BANK OZK	1.99%	150,000.00	03/25/2019	150,000.00				150,000.00
100020 REVERE BANK	1.49%	100,003.29	04/12/2019	102,778.43				102,778.43
100026 STATE BANK OF TEXAS	2.60%	150,000.00	09/11/2019	150,000.00				150,000.00
100017 TIAA BANK	1.59%	100,696.94	10/03/2019	104,627.37				104,627.37
100027 STATE BANK OF TEXAS	2.78%	100,000.00	10/15/2019	100,000.00				100,000.00
100014 FIRST INTERNET BANK	2.70%	150,000.00	11/07/2019	154,728.44				154,728.44
100018 SYNCHRONY BANK	2.62%	153,278.59	12/22/2019	158,459.46				158,459.46
100029 SONA BANK	2.80%	53,210.81	02/05/2020	53,210.81				53,210.81
100021 SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022 TIAA BANK	1.98%	104,658.29	08/23/2020	107,857.05				107,857.05
100024 FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:								
				1,236.05	(189.58)	0.00	(1,046.47)	
TOTAL				1,668,086.62	162,042.78	29,770.28	152,774.84	2,012,674.52



General Manager's Report

March 2019

March 19, 2019

Community Financials

For the period ending February 28, 2019, net operating expenses were \$43,500 over budget.

Year-to-date, net operating expenses are \$56,800 over budget.

In the month of February, there were 16 property transfers which totaled \$59,000 in transfer fees.

Class-Action Lawsuit Status

A Motion for Summary Judgment by counsel representing Leisure World Community Corporation was filed on February 11th. Counsel representing Leisure World also filed a Stay on Discovery on February 28th. The Plaintiffs filed responses to the Motion for Summary Judgment and Motion to Stay Discovery on March 11th. The hearing regarding the Motion for Summary Judgment is scheduled for April 18th.

M-NCPPC Planning Board Update

The revised Site Plan was submitted on July 2nd to M-NCPPC for review and comment.

The hearing has been scheduled for Thursday, March 28th. The hearing will take place in the afternoon at 8787 Georgia Avenue in downtown Silver Spring. The planning board's agenda has been posted on the M-NCPPC website (montgomeryplanningboard.org/agendas/).

Possible Bulk Internet/Broadband Update

During the February 26th meeting, the LWCC Board of Directors authorized the General Manager to begin negotiations with Comcast to provide the community with bulk-rate television and internet. The first negotiation meeting was held on March 7th and included Comcast representatives, LW legal counsel and the General Manager. The next meeting will be held the 1st week of April. It is anticipated that negotiations will extend into the month of May.

The current Comcast contract expires in July 2020 and only includes television service.

The inclusion of internet in the new agreement could provide potential savings for those residents currently utilizing internet.

Phonebook/ Website Directory:

The community phonebook has been posted on the web-portal.

Log into residents.lwmc.com and click Contacts; then scroll down to Printable Resident Directory.

LW Strategic Planning

The contract with George Mason University was signed on February 11th. The process will begin with a community-wide survey that is expected to be delivered to Leisure World households in mid-April. An informative article written by the Chair of the Special Strategic Planning Committee, Dr. Arthur Popper, can be found on page 3 of the March 15th LW News.

As the liaison to George Mason University, the Special Strategic Planning Committee is seeking volunteers to assist residents in completing the survey. Volunteers will be required to complete ethics training prior to approval as an official volunteer. Those interested in volunteering please contact the Strategic Planning Committee at sspc@lwmc.com or (240) 560-5794.

HR Corner:

During the month of February, there were 2 new hires, 2 departures and 10 open positions.