

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

March 28, 2018
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrococco, Nadeau)
2. Approval of The Agenda
3. General Manager's Report
4. Approval of Minutes of February 28, 2018 Meeting
5. Treasurer's Report
 - A) Approval of Invoices
6. New Business/Action Items
 - A) PPD EZ Trap Proposal - \$18,420
 - B) Approve proposal for walk light at Bldg. #93 for \$2,100
 - C) Approve McFall-Berry Proposals T-18067-BR \$2,700, L18068-BR (\$1,485), Bldg. #88, Take down 5 Bradford Pear Trees - Replace with 3 Shademasters and 2 Cherry Trees
 - D) Bldg. #89 Complaint
 - E) Brunilda Sanchez - Age Waiver Request - Bldg. #94-2H
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 - April 25, 2018, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - April 18, 2018, Sullivan Room, 1:00 p.m.

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

February 28, 2018

Clubhouse I Maryland Room – 1:00 P.M.

Res# 78-#82

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 Maryland Room on Wednesday, February 28, 2018 at 1:00 p.m.

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

Management: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Barbara Long, Sid Lazar, Pat Ritter, Connie Costa, Clayton Lewis, Jane Gervais, Jude Howard, Virginia Austin, Larry Damsky, Dennis Hawkins, Louise & Loretta Burrows, Lynne Margolies, Michael Benefiel

1. Call to Order – Mr. Gervais called the meeting to order at 1:07 p.m.
2. Approval of the Agenda – The agenda was approved.
3. Update on Facilities Enhancement Plan (FEP) Admin. Building, & CH I Site Improvements Project- Ms. Gerke gave a brief description to the board & guests explaining updates to the site plan based on points discussed at meetings with Planning Board staff. All questions and comments were responded to by Mr. Flannery and Ms. Gerke.
4. General Manager's Report – No report at this time.
5. Approval of Minutes of January 31, 2018 – The Minutes of the regular meeting held January 31, 2018 were approved as edited. Section 10C (7) on page 3; should read Updated pools rules were distributed to the committee members.
6. Treasurer's Report- Mr. Dunn reported that that the Mutual has a balance of \$195,063.57 in the checking account. There were disbursements of \$251,858.82 & total receipts of \$243,859.82. As of February 16th there is one account in arrears of current condo fees.

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 \$1,465.37 to Schindler, Invoice#7152640536, (Dated 12/19/2017); for elevator out of service, stuck on unknown floor with doors closed at 15311 Beaverbrook court. Bldg.# 90.
- 2) Mutual 19B Board of Directors approved of \$2,422.28 to ACE Fire Extinguisher Service, Invoice#13066, (Dated 1/4/2018); for Annual Maintenance and tag for all seven buildings in mutual 19B.

Resolution# 78, 2/28/2018

Insurance Claims- After Board discussion, upon duly made and seconded, the Board approved the following:

- 1) Mutual 19B Board of Directors approved insurance claim payment of \$2,116.09 to A&A, Invoice#4801; LWMC-PPD invoice# 13700237, Bldg. # 91-2H (Date of Occurrence: 10/25/2017) -washing machine leaked from bottom. Damaged drywall in hall, laundry and unit 1H.

Resolution# 79, 2/28/2018

- 2) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner at 15210 Elkridge Way, Building# 91, Unit 2H for insurance claim to A&A, Invoice#4801; Invoice# 13700237 LWMC-PPD (Date of Occurrence: 10/25/2017) in the amount of \$2,116.09 for the washing machine leaked from bottom. Damaged drywall in hall, laundry and unit 1H.

Resolution# 80, 2/28/2018

- 3) Mutual 19B Board of Directors approved insurance claim payment of \$532.74 to LWMC, Invoice# 1801032, Bldg. # 89-2G (Date of Occurrence: 1/3/2018)- 1G found water in kitchen ceiling & HVAC closet, renovation being done in unit 2G & moved washer. Floor in 2G was damp. Ms. Margolies of apartment 2G presented pictures indicating the amount of water could not have come from her apartment. The Board requested that PPD be asked to investigate the source of the leak and report back to the board with the findings.

Resolution# 81, 2/28/2018

7. New Business-

- A. PPD EZ Trap Proposal- \$18,420- After discussion, Board agreed to postpone this proposal.
- B. McFall & Berry- Approve proposal to remove 2 trees behind building #92 for \$1,200.00- 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 (dated 2/5/18) & payment of \$1,200.00 to take down (2qty) mid-size leaning hazardous trees and flush cut stumps.

Resoultion#82, 2/28/2018

8. Unfinished Business- The Board gave an update on ~~PD~~ work orders and other unfinished business.
9. Leisure World Board of Directors Report- Mr. Gervais's report included: (1) The proposed name change to the proposed new Administration Building was not approved. (2) There is discussion about including internet service when the Comcast contract is negotiated in couple of years.
10. Advisory Committee Reports –
 - A. Community Planning, Security & Transportation- No report at this time.
 - B. Restaurant-Ms. Mastrorocco's report included: (1) Valentine's Day event was successful. (2) Clubhouse Grille is doing very well with business and team work. (3) In the spring, the salad bar in the Terrace Room will be expanded. (4) Delivery service is still in the works with limited menu for lunchtime service, no dinner service planned yet. Pre-orders are recommended. (5) Clubhouse Grille will be opening for Sunday Brunch every Sunday beginning March 11th, opening from Tuesday to Sunday beginning March 13th. The changes will be printed in the LW News. (6) The restaurant has begun using Facebook Page to post specials, upcoming events and new menus. (7) The following Spring holiday meals are still available: ***St. Patrick's Day- \$17 per person; Easter April 1st- \$27 per person; Mother's Day Brunch May 13th- \$23 per person; Mother's Day Dinner- Details to come; Crab Feasts- \$55 per person, plus tax for the following dates- July 25th, August 22nd, September 26th, October 24th.*** (8) The Clubhouse Grille has begun selling Clubhouse Grille dollars to its regular email list and Facebook page customers. See Ed for details. (9) Restaurant committee recommended two items; clean the chairs in the Stein Room and request new chaffing dishes with tops sliding under the dish be bought.
 - C. Education & Recreation- Ms. Lazar's report included: (1) Mr. Flannery stated that the former fitness center will be refitted to accommodate the Ping Pong players. (2) Eyre Tour & Travel has a new schedule in place of days that Eyre is in LW; they will now be here Tuesday, Wednesday, & Thursday. (3) Travel shows have been well attended, there is an average of 16 people per trip. (4) Eyre is beginning to work with groups of LW. The Baby Boomer Club is planning a cruise in September. (5) Creekside and Na'aamat are planning activities, all residents are welcome to join any of these outings. (6) Eyre can get plane and train tickets instead of a group planning an outing, let Eyre handle it. Eyre will collect the money and put the groups together. (7) Eyre has round the clock mechanics to service the busses and cleaners who work at night getting all the busses ready for each day. (8) "***Widow's Club***" & Pittsburgher Club were both approved by the committee. (9) Cathy Richards was introduced as the new Assistant Director with E&R Committee. (10) LW pool closing hours are now Monday-Friday at 8pm. (11) Nicole Gerke updated the committee on the site plan that was submitted to Park and Planning for the November 30th hearing. Presentations will be given presented to all LW Mutuals. (12) The Fitness contract will expire in May 2018; all comments are welcomed.
 - D. Physical Properties Department- No report at this time.
 - E. Health- Mr. Lederman reported on behalf of Mrs. Lederman that: (1) "***Drug Take Back Day***" is scheduled for Saturday, April 28th. (2) New Neurologist- Dr. B. Sirdar specializes in stroke care is now at LWMC. (3) "***Health Fair***" is schedule for Thursday, May 24, 2018 from 10 a.m.- 2

p.m. LWMC is looking for meet and greet volunteers in the registration area. (4) Upcoming Mental Health subcommittee speaker from Every Mind (formerly Montg. Cty Mental Health Assoc.) Amy Fier talking about "Depression in the Elderly" on Thursday, March 15th at 10:30 a.m. in the Maryland Room. (5) Additional personnel added to pharmacy to reduce wait times and customer service.

F. Tennis/Pickleball- No report at this time.

G. Landscape- No report at this time.

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

12. Unit Owners – All reports were noted.

13. Open Forum- All reports were noted.

14. Adjournment- The meeting adjourned at 3:45 p.m.

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

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

Rita Mastrorocco, Secretary

Monthly Treasurer's Report
For the Month of February, 20108

Operating Account	
Previous Balance	\$187,064.57
Total Receipts	120,066.07
Total Disbursements	-130,189.95
New Balance	\$176,931.69

1. As of March 16, 2018, we have no accounts in arrears.
2. There are two insurance claims overdue; one for over 90 days and one new insurance claim.
3. The current month actual expenditures exceeded the budget by \$7,005.
4. Also attached is the CASH INVESTMENTS Report ending February 28, 2018.

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 02/28/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
109,207	109,207	0	218,414	218,414	0
1,885	1,272	613	3,897	2,538	1,359
15	0	15	60	0	60
10,760	0	10,760	16,049	0	16,049
<u>(23,800)</u>	<u>(23,188)</u>	<u>(612)</u>	<u>(47,747)</u>	<u>(46,378)</u>	<u>(1,369)</u>
98,067	87,291	10,776	190,673	174,574	16,099
INCOME					
88	88	1	175	170	(5)
750	0	(750)	1,250	500	(750)
4,384	4,384	0	8,768	8,768	0
272	285	14	542	570	28
900	900	0	1,800	1,800	0
117	0	(117)	117	0	(117)
6,510	5,657	(853)	12,652	11,808	(844)
ADMINISTRATIVE EXPENSES					
0	2,493	2,493	0	4,991	4,991
1,544	1,544	0	3,089	3,088	(1)
1,510	167	(1,343)	1,510	330	(1,180)
103	292	189	154	580	426
340	333	(7)	340	170	330
507	83	(424)	507	170	(337)
0	33	33	0	70	70
0	417	417	0	830	830
570	1,667	1,097	570	3,330	2,760
176	176	0	352	352	0
4,751	7,205	2,454	6,522	14,411	7,889
BUILDING EXPENSES					
4,691	3,960	(731)	15,174	8,580	(6,594)
0	(1,063)	(1,063)	0	(2,303)	(2,303)
19,746	21,000	1,254	49,830	45,500	(4,330)
0	(1,213)	(1,213)	0	(2,628)	(2,628)
3,903	6,783	2,880	14,315	13,565	(750)
28,339	29,467	1,128	79,319	62,714	(16,605)
UTILITY EXPENSES					
OTHER EXPENSES					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
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 02/28/2018

01 Rossmoor Blvd.
 Iver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
0	167	0	330	330
0	208	0	420	420
0	375	0	750	750
686	0	867	0	(867)
463	0	628	0	(628)
0	0	122	0	(122)
83	0	83	0	(83)
2,082	0	2,205	0	(2,205)
4,456	0	9,110	0	(9,110)
0	0	45	0	(45)
2,990	0	2,990	0	(2,990)
10,760	0	16,049	0	(16,049)
50,359	42,704	114,542	89,683	(24,859)
6,787	6,701	13,793	13,402	(391)
2,412	2,608	5,010	5,218	208
2,152	2,186	4,193	4,373	180
(111)	(130)	(223)	(262)	(39)
186	181	371	357	(14)
(297)	(330)	(594)	(656)	(62)
445	170	891	341	(550)
1,451	1,451	2,903	2,903	0
1,670	1,655	3,340	3,308	(32)
6,754	6,760	13,433	13,519	86
1,039	1,069	2,078	2,137	59
4,824	4,933	10,019	9,865	(154)
557	569	1,039	1,139	100
631	895	1,559	1,785	226
260	187	520	373	(147)
111	111	223	226	3
185	185	368	368	0
4,683	4,683	9,366	9,366	0
92	92	189	189	0
1,283	1,283	2,567	2,567	0
0	546	0	1,092	1,092
35,114	35,805	71,045	71,610	565

01 Activities
 Bad Debt
 TOTAL OTHER EXPENSES
 RESERVE EXPENSES
 03 MR Electrical
 05 MR Plumbing
 08 MR HVAC
 09 MR Gutters
 10 MR Other
 12 MR Building Maint
 24 MR Doors & Windows
 01 ILR Insurance/Legal

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
 58 TV
 60 Transportation
 65 Security
 70 Street Lights
 80 Golf Course
 81 Pro Shop
 85 Comm Call System
 90 Snow Reserve
 92 Prop Maint Rsv
 93 Contg Rsv
 95 Repl Rsv
 98 Salary Adjustment

TOTAL COMMUNITY FACILITIES

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3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	MUTUAL OPERATING	YTD	YTD	VARIANCE
ACTUAL	BUDGET			ACTUAL	BUDGET	
4,830	4,550	(280)	MUTUAL OPERATING	9,817	9,105	(712)
4,478	4,478	0	10 Administration	8,956	8,951	(5)
297	332	35	41 Grounds	668	662	(6)
3,430	3,430	0	44 Community Services	6,860	6,859	(1)
74	63	(11)	50 Janitorial	148	126	(22)
0	216	216	52 After Hours	0	436	436
13,110	13,069	(41)	100 Salary Adjustment	26,449	26,139	(310)
98,583	91,578	(7,005)	TOTAL MUTUAL OPERATING	212,037	187,432	(24,605)
(516)	(4,287)	3,771	TOTAL EXPENSES	(21,364)	(12,858)	(8,506)
			INCOME/DEFICIT			

MUTUAL 19B
 CASH INVESTMENTS
 February 28, 2018

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							176,931.69	176,931.69
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	1.25%			148,889.01	81,407.00	13,414.38		243,710.39
100025 B OF I FEDERAL BANK	0.81%			192,713.64				192,713.64
100025 NEW DOMINION BANK	1.13%			80,073.29	64,287.72	8,331.41		152,692.42
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	155,882.37				155,882.37
100012 SYNCHRONY BANK	2.00%	52,159.86	01/21/2019	52,267.49				52,267.49
100020 REVERE BANK	1.50%	100,003.29	04/12/2019	101,259.43				101,259.43
100017 EVER BANK	1.60%	100,696.94	10/03/2019	102,976.99				102,976.99
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	105,742.54				105,742.54
100024 FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:								
				498.16	(2,037.28)	0.00	1,539.12	
TOTAL				1,567,339.53	143,657.44	21,745.79	178,470.81	1,911,213.57



GENERAL MANAGER'S REPORT

March 9, 2018

COMMUNITY TOPICS

1. Finances –

Financial statements for the period ending February 28, 2018 are expected to be published the week of 03/12/2018. Preliminary reports estimate a deficit of approximately \$15,000-\$20,000.

In February, there were 17 property transfers which contributed \$65,000 in transfer fees.

The Board of Directors will act on the 2017 fiscal year audit report and surplus at the March meeting.

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 May/June

Management will conclude presentations to Mutuals on Thursday 3/15.

3. March 2nd Nor'easter Damage—

The region experienced a Nor'easter on March 2nd that caused damage in 11 of our 29 mutuals. Susan Galbraith, Insurance Administrator, opened a claim with the master insurance policy and repairs are being scheduled. While there were damages, we are grateful that the storm did not cause any major losses both property or personal injury.

Preliminary estimate of damages: \$125,000 - \$150,000.

The following damages have been reported:

- Missing shingles: 25 units in addition to all buildings in 19A & 19B
- Down wires: 2 units
- Damaged patio cover: 1 unit
- Shed damage: 7 units
- Fallen trees: 2
- Fallen light pole: 1
- Damaged siding: 1 (Trust-Norbeck gate)

4. Recruitment—

New Hires:

Kimberly Choi – Communications Associate (Communications)

Departures:

Scott Segel – Assistant Project Manager (PPD)

Open Positions:

Assistant Director, Human Resources (HR)

Administrative Assistant – (20A)

Customer Service Representative – (PPD)

Community Patrol Officer – (S&T)

HVAC Foreman - (PPD)

Security Guard – (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Sanitation/Recycle Driver – (PPD)

Supplemental Transportation Driver – (S&T)