

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.
Sullivan Room - 1:00 P.M.
April 24, 2019

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Mastrorocco, 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 March 27, 2019 Meeting
7. Treasurer's Report- (**Attachment #1**)
 - A) Approval of Invoices (**Attachment #2-#5**)
 - B) Reimbursement to Jack Dunn
8. New Business/Action Items-
 - A) McFall & Berry Proposal T19035GZ (2/2/19) - Remove Trees, Bldg. #90 and #92 (**Attachment #6**)
 - B) McFall & Berry Proposal L19127ME (4/3/19)- Planting & Removal at Bldgs. #89-#94 (**Attachment #7**)
 - C) McFall & Berry Proposal T19125ME (4/3/19)- Take Down/Removal & Elevate Redwood Tree at Bldg. #90 (**Attachment #8**)
 - D) LWMC Physical Properties Bench Proposal (**Attachment #9**)
 - E) LWMC Physical Properties Dryer Vent Cleaning Proposal (**Attachment #10**)
 - F) H&H Concrete Construction, Inc. – Building #92 Concrete Repairs (**Attachment #11**)
 - G) Patio Gaps – 15201 Elkridge Way, unit 1-F (**Attachment #12**)
 - H) Mold – Building #94, 15211 Elkridge Way
9. Unfinished Business –
 - A) PPD Updates
 - B) Updates ongoing projects- Bylaws
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

Annual Meeting - May 1, 2019, Crystal Ballroom, Clubhouse I, 2:00 p.m.

Regular Meeting- May 29, 2019, Sullivan Room, 1:00 p.m.

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

March 27, 2019

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

Res. #84-#92

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 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

Directors Absent: Virginia Austin, Director & Sigrid Nadeau, Director

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

Visitors: Charles Middleton, Jane Gervais, Clayton Lewis, Larry Damsky, Dennis Hawkins, Jude Howard, Janet Lazar, Ann Kyber

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 February 27, 2019 – The Minutes of the regular meeting held on February 27, 2019 were approved as presented.
7. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance forward of \$141,347.81 for the beginning of February. There were disbursements of \$133,907.89 & total receipts of \$146,381.39, leaving a balance for the end of February of \$153,821.31.

Letter to 15201 Elkridge Way, Unit #1H- After Board discussion, upon duly made and seconded the Board approved to have the Mutual Assistant send out a letter to the homeowner of 15201 Elkridge Way Unit #1-H informing the unit owner that they are indebted to the Council of Unit Owners as of March 2019 for their proportionate share of the common expenses of the condominium.

Resolution #84, 3/27/19

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

- 1) **Malvin, Riggins & Company, Invoice #1000079613 (Dated: 2/28/19)** ... \$1,500.00
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.

Resolution #85, 3/27/19

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

1. Leisure World, Invoice#5207 (Dated: 2/3/19) \$2,476.94
Pinhole leak at 15300 Beaverbrook Ct. Unit #3A caused damaged in two other units below (2A & 1A). Kitchen cabinets were removed by Bostic & sons at Unit #88-2A.

Resolution #86, 3/27/19

2. Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15300 Beaverbrook Ct. Unit #3A for insurance claim to A&A, Invoice 5207 & Bostic & sons Invoice #2175; in the total amount of \$2,476.94 Pinhole leak at 15300 Beaverbrook Ct. Unit #3A caused damaged in two other units below (2A & 1A). Kitchen cabinets were removed by Bostic & sons at Unit #88-2A.

Resolution #87, 3/27/19

C) CD Activity Approval (CD Expiring on 4/12/19)- 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 Revere Bank CD that matures on 4/12/19 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution #88, 3/27/19

Audit Presentation/Approval- Dawn Gaynor reported the final report of the Mutual 2018 Audit that resulted in a positive financial status. All questions and comments were responded to by Ms. Gaynor.

Mutual 19B Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. accepts the Draft 2018 Audit, that was presented by Dawn Gaynor; Accounting Director.

Resolution #89, 3/27/19

8. New Business-

- A. McFall & Berry Proposal #T19035GZ: Remove trees at Bldg. 90 and 92- Board agreed to postpone until the walkthrough of the mutual is completed on March 29, 2019.
- B. Deer Repellent Applications- After Board discussion, the Board upon motion duly made and seconded, approved the following:

Resolved, that the Board of Directors hereby approves and accepts the McFall & Berry Deer Repellent application proposal and the payment upon receipt of invoice(s) that will begin on April 1, 2019 and will run until December 31, 2019. The service is normally 2 times per month, based on weather. The cost may vary and the mutual will be billed monthly for services based on the calculations kept by McFall & Berry staff.

Resolution #90, 3/27/19

- C. Resignation-Janet Lazar from M19B E&R Committee- Ms. Lazar submitted her resignation from the Education & Recreation committee for the board of Mutual 19B.

Mutual 19B Board of Directors approved & accepted Ms. Lazar resignation from the Education & Recreation committee. The Board appreciate all you have done to make Mutual 19B. Regina Goldsborough kindly accepted the position to on the Education & Recreation committee for M19B. Board approved.

Resolution #91, 3/27/19

9. Unfinished Business -

- A. PP Updates: All projects are going well and in the process of being completed.
- B. Parking lot of Elkrigde Way- Mr. Dunn spoke with the director from the Montgomery County Department of Transportation about the concerns of the storm water facility that dumps water on the Elkrigde Way parking lot. The director went out to access the facility itself and he stated he will repair it to its original maintenance operating condition. He also stated he is not certain that he can totally fix the problem of the flooding in the parking lot area. Mr. Dunn asked that he meet with the engineering firm, O'Connell & Lawrence, Inc. to discuss what additional steps are needed to fix the problem.
- C. Elkrigde Way Sidewalk Repair- H&H Concrete will begin the repairs to the lower corner of Elkrigde Way parking lot sidewalk where it is sinking next week or so.
- D. Bylaws Review- Mr. Benefiel mentioned that he and Mr. Gervais are still working on updating and correcting the bylaws, so that the final document will have line numbers and better organized.
- E. Drainage work at the back of Bldg. #88- After Board discussion, the Board upon motion duly

made and seconded, approved the following:

Resolved, that the Board of Directors hereby approves and confirm that the repair work at the back of Bldg. #88- 15300 Beaverbrook Ct. Project to be completed by Advantage Green Company at the quoted submitted proposal price. Work will be overseen by O'Connell & Lawrence, Inc. engineering firm.

Resolution #92, 3/27/19

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

- A. LWCC Board- Mr. Dunn's report included: (1) Board approved an update to the Open Meeting Policy which more succinctly defines a process to allow for an efficient business meeting to be conducted while affording procedures for resident open forum input. (2) Approved a resolution from the Special Personnel Committee of a position description for the LW General Manager to be used in the future. (3) MNCCP permit hearing for the New Administration/Club I Improvements site plan will be held 3/28. (4) the Audit report was postponed for review until the April meeting.
- B. Security & Transportation – IDI Corporation that owns the shopping center outside of Leisure World is proposing an exit off of Georgia Ave. heading north into the shopping center that will involve a flyover across LW front gate.
- C. Restaurant – Ms. Mastrococo's report included: (1) The sliding lid chafing dishes have been purchased and are now in use. (2) Holiday parties are filling up – Easter, and Mother's Day. (3) Crab feasts are scheduled for the last Wednesday in July, August, September and October. Tickets are \$55. (4) The Clubhouse Grille is now open. (5) An outbreak of strep throat at the medical center caused another complaint for the restaurants. Just minor clean up problems were reported. (6) The restaurants are having problems getting repairs done by PPD in a timely fashion. The RAC a field trip to Terrace Room to look at the tiles that have been repaired previously and are now are breaking up. Emails were sent after the meeting saying that the repairs will be made this week.
- D. Education & Recreation – Ms. Lazar's report included: (1) There will be 2 community fairs: May 2nd & October 23rd, this is an opportunity to meet the clubs and organizations in Leisure World. (2) There will be a Flea Market on April 13th. (3) Orientation for new residents will be held in May. (4) A committee will be planning for the July 4th parade, please consider participating in this wonderful event. (5) The committee received two reminders that TV channels; 972 and 974 post expected closures in the event of bad weather. Also, an alert will be on the page of the residents' website; www.residents.lwmc.com.
- E. Budget & Finance- Mr. Dunn mention the committee has submitted a suggestion to LW Management on how to avoid spending more money than what was received going forward. A subcommittee has been assigned to look at an alternate way to develop the budget.
- 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- Ms. Gervais mention there will be a walkthrough of the mutual with the LW Grounds department and McFall & Berry on March 29th, all representatives and others are invited to join. The trimming of the bushes in the mutual is going well.

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

12. Adjournment – The meeting adjourned at 3:45 p.m.

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

Rita Mastrorocco, Secretary

Mutual 19B - April 24, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 3/1/19	\$153,821.31
Total Receipts - March	113,613.74
Total Disbursements - March	<u>(145,217.50)</u>
Balance - 3/31/19	\$122,217.55

Net Operating Expenses

Year To Date - 3/31/19	\$5,074	Over Budget
Month of March 2019	\$6,931	Over Budget

Cash Investments 3/31/19

Replacement Reserve	\$1,677,581.14
Maintenance Reserve	161,979.74
Insurance Deductible Reserve	27,138.78
Other	<u>139,212.61</u>
Total	\$2,005,912.27

Delinquent Report (as of Apr. 16, 2019)

3 accounts have fee charges of \$1,601.00 less than 30 days old
1 account owes an insurance claim of \$2,476.94 less than 30 days
1 account owes fees of \$2,336.00 starting from 12/1/18

(Attachment #1)

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 03/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
112,342	112,342	337,026	337,026	0
3,393	1,981	9,720	5,943	3,777
60	0	210	0	210
25	0	25	0	25
10,719	0	40,354	0	40,354
(26,334)	(24,923)	(78,551)	(74,769)	(3,782)
100,205	89,400	308,784	268,200	40,584
88	88	263	258	(5)
1,500	1,500	3,250	2,750	(500)
4,384	4,384	13,152	13,152	0
275	285	824	855	32
1,206	927	3,018	2,781	(237)
0	0	25	0	(25)
7,452	7,184	20,531	19,796	(735)
2,800	3,500	2,800	10,500	7,700
1,591	1,591	4,772	4,773	1
0	333	47	999	952
0	111	0	331	331
51	292	1,212	872	(340)
0	333	836	999	163
0	150	2,200	450	(1,750)
0	33	0	99	99
0	417	0	1,247	1,247
0	1,250	0	3,750	3,750
176	182	528	546	18
4,618	8,192	12,395	24,566	12,171
4,341	2,800	14,409	11,900	(2,509)
0	(535)	0	(2,273)	(2,273)
19,807	14,000	63,699	59,500	(4,199)
0	(1,598)	0	(6,790)	(6,790)
6,236	6,818	18,539	20,454	1,915
30,384	21,485	96,647	82,791	(13,856)

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 03/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	167	0	497	167	497	497
0	167	0	501	167	501	501
0	334	0	998	334	998	998
0	0	30	0	0	0	(30)
9,593	0	33,634	0	(9,593)	0	(33,634)
387	0	919	0	(387)	0	(919)
173	0	598	0	(173)	0	(598)
0	0	227	0	0	0	(227)
68	0	455	0	(68)	0	(455)
498	0	1,267	0	(498)	0	(1,267)
0	0	2,196	0	0	0	(2,196)
0	0	1,030	0	0	0	(1,030)
10,719	0	40,354	0	(10,719)	0	(40,354)
53,173	37,195	169,928	128,151	(15,978)	128,151	(41,777)
7,554	6,781	22,332	20,340	(773)	20,340	(1,992)
2,598	2,642	7,941	7,924	44	7,924	(17)
2,412	2,167	7,014	6,503	(245)	6,503	(511)
(93)	(136)	(278)	(412)	(43)	(412)	(134)
186	147	482	441	(39)	441	(41)
(223)	(311)	(816)	(931)	(88)	(931)	(115)
297	158	1,113	468	(139)	468	(645)
1,506	1,506	4,514	4,514	0	4,514	0
1,670	1,728	5,158	5,188	58	5,188	30
7,051	7,050	21,152	21,146	(1)	21,146	(6)
1,076	1,076	3,228	3,220	(3)	3,220	(8)
5,381	5,082	15,771	15,246	(299)	15,246	(525)
594	599	1,781	1,791	5	1,791	10
1,113	922	2,969	2,765	(191)	2,765	(204)
223	130	668	392	(93)	392	(276)
26	27	78	85	1	85	7
248	248	742	742	0	742	0
4,683	4,683	14,049	14,049	0	14,049	0
374	374	1,122	1,122	0	1,122	0
1,283	1,283	3,849	3,849	0	3,849	0
0	546	0	1,638	546	1,638	1,638
OTHER EXPENSES						
01 Activities	6401	0	497	167	497	497
Bad Debt	6403	0	501	167	501	501
TOTAL OTHER EXPENSES		0	998	334	998	998
RESERVE EXPENSES						
11 RR Drainage	6900	30	0	0	0	(30)
20 RR Other	6900	33,634	0	(9,593)	0	(33,634)
03 MR Electrical	6900	919	0	(387)	0	(919)
05 MR Plumbing	6900	598	0	(173)	0	(598)
08 MR HVAC	6900	227	0	0	0	(227)
10 MR Other	6900	455	0	(68)	0	(455)
12 MR Building Maint	6900	1,267	0	(498)	0	(1,267)
14 MR Painting	6900	2,196	0	0	0	(2,196)
01 ILR Insurance/Legal	6900	1,030	0	0	0	(1,030)
TOTAL RESERVE EXPENSES		40,354	0	(10,719)	0	(40,354)
TOTAL OPERATING EXPENSES		169,928	128,151	(15,978)	128,151	(41,777)
COMMUNITY FACILITIES						
10 Administration	7100	22,332	20,340	(773)	20,340	(1,992)
20 Education & Recreation	7100	7,941	7,924	44	7,924	(17)
21 Club House II	7100	7,014	6,503	(245)	6,503	(511)
22 LW News	7100	(278)	(412)	(43)	(412)	(134)
25 Food Service	7100	482	441	(39)	441	(41)
30 Medical Center	7100	(816)	(931)	(88)	(931)	(115)
40 PPD Management	7100	1,113	468	(139)	468	(645)
41 Grounds	7100	4,514	4,514	0	4,514	0
43 Trash	7100	5,158	5,188	58	5,188	30
58 TV	7100	21,152	21,146	(1)	21,146	(6)
60 Transportation	7100	3,228	3,220	(3)	3,220	(8)
65 Security	7100	15,771	15,246	(299)	15,246	(525)
70 Street Lights	7100	1,781	1,791	5	1,791	10
80 Golf Course	7100	2,969	2,765	(191)	2,765	(204)
81 Pro Shop	7100	668	392	(93)	392	(276)
85 Comm Call System	7100	78	85	1	85	7
90 Snow Reserve	7100	742	742	0	742	0
92 Prop Maint Rsv	7100	14,049	14,049	0	14,049	0
93 Contg Rsv	7100	1,122	1,122	0	1,122	0
95 Repl Rsv	7100	3,849	3,849	0	3,849	0
98 Salary Adjustment	7100	0	1,638	546	1,638	1,638

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 03/31/2019

3701 Rossmore Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY		YTD	YTD	VARIANCE
	ACTUAL	BUDGET			
37,958		36,699	112,870	110,080	(2,790)
5,400		4,810	15,964	14,427	(1,537)
4,666		4,666	13,994	13,994	0
111		0	223	0	(223)
297		332	891	994	103
3,670		3,670	11,010	11,010	0
111		61	260	182	(78)
0		217	0	643	643
14,255		13,756	42,341	41,250	(1,091)
105,386		87,650	325,139	279,481	(45,658)
(5,181)		1,750	(16,355)	(11,281)	(5,074)
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
10 Administration					
41 Grounds					
42 Special Projects					
44 Community Services					
50 Janitorial					
52 After Hours					
100 Salary Adjustment					
TOTAL MUTUAL OPERATING					
TOTAL EXPENSES					
INCOME/DEFICIT					

April 2019

April 5, 2019

General Manager's Report



**LEISURE
WORLD**
OF MARYLAND

Community Financials

Financial statements for the period ending March 31, 2019 will be published the week of April 15th.

As of February 28, 2019, Year-to-date, net operating expenses are \$56,800 over budget.

In the month of March, there were 24 property transfers which totaled \$93,900 in transfer fees.

Upcoming Office Closures:

- **May 27—**
Memorial Day

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 Planning Board approved the site plan amendment with conditions during the second hearing on the project, held on March 28th.

Next step in the process: Memorialize the plan as approved by the Planning Board and plan for permitting phase.

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 on April 8th and will include engineers to discuss infrastructure. It is anticipated that negotiations will extend into the month of May.

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

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.

LW Insurance Incident/Claim Process

The April 19th issue of the LW News will include an article to provide residents with information regarding how residents should handle insurance incidents that occur in the home in addition to sample questions that each resident should ask their insurance company in the event of a claim.