

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

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

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Lederman, Mastrococco, Nadeau)
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 May 30, 2018 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices – **(Attachments# 1-8)**
 - B) Insurance Claims- 15300 Beaverbrook Ct. Unit 2J & 15211 Elkridge Way Unit 2J **(Attachments# 9 & 10)**
8. New Business/Action Items-
 - A) M19B Budget Process
 - B) Appoint a special Representative to work with PPD on the painting project
 - C) Pet Registration Deposit Fee
 - D) McFall & Berry Proposals- T18282-GZ & T18283-GZ **(Attachments# 11 & 12)**
9. Unfinished Business –
 - A) Picnic Grove Status
 - B) Proposals for Window Cleaning Proposals **(Attachments# 13 & 14)**
 - C) M19B Paint Touch-Up Status
 - D) PPD Updates
 - E) Resident /Rules Issues
 - F) M19B Community Signage; Beaverbrook Ct.& Elkridge Way **(Attachment# 15)**
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

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

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

May 30, 2018

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

Res.#7-#12

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, May 30, 2018 at 1:00 p.m.

Directors Present: Jack Dunn, President; Richard Lederman, Vice President; Rita Mastrococco, Secretary; Regina Goldsborough, Director; John Gervais, Treasurer; Michael Benefiel, Director; Sigrid Nadeau, Director

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

Visitors: Charles Middleton, Kristin Doherty, Virginia Austin, Clayton Lewis, Jane Gervais, Connie Costa, Janet Lazar, Dennis Hawkins, Donna Chirwa, Barbara Long, Sarina Rowe, Jude Howard, James & Meriel Brewer

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. General 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 April 28, 2018 – The Minutes of the regular meeting held April 28, 2018 were approved as presented.
5. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance of \$153,200 for the beginning of April. There were disbursements of \$101,000 & total receipts of \$105,000, leaving a balance for the end of April of \$157,500.
 - 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 \$8,583.98 to O’Connell & Lawrence, Invoice#30928, (Dated 5/3/2018); for professional services for the period: 3/26/2018-4/22/2018; onsite drainage system analysis.
 - 2) Mutual 19B Board of Directors approved of \$1,900.00 to LW PPD, Invoice# 130768, (Dated 4/25/2018); Bldg.# 93; removed bollard lights and replaced with one 50-watt halide walk light.

Resolution #7, 5/30/18

- Insurance Claim; 15610 Beaverbrook Ct. Unit 2G- Upon motion duly made and seconded, the Board approved payment of the following insurance claims:
 - 3) Mutual 19B Board of Directors approved insurance claim payment of \$823.97 to LWMC, Invoice# 4871, Bldg. # 89-2G (Date of Occurrence: 4/10/2018) for kitchen cabinet has water leaking from bulkhead onto countertop. Black substance in bulkhead.

Resolution # 8, 5/30/18

6. New Business-

- A. Explore Property Manager Agreement with Mutual 19A; President Status Report – After Board discussion, the Board agreed to not pursue at this time to combine both Mutual 19A and M19B.
- B. Dorma Contract; Preventative Maintenance Program \$2,275.00 – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the Dorma Preventative Maintenance Program contract (Dated 5/24/18) & payment of \$2,275.00 for the labor & material. This program covers the basic door operating equipment for all seven buildings (#88, 89,90,91,92,93 & 94) and related controls and accessories originally furnished by Automatic Door Supplies. Period of coverage: July 1, 2018 to June 30, 2019.

Resolution #9, 5/30/18

- C. Prospective buyer request for two pets- Mutual 19B – After Board discussion, the board agreed to disapprove the wavier asking to allow two pets to reside in the home.
- D. McFall & Berry Proposal# L18151-ME & L18152-ME – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the **McFall & Berry Landscape Proposal #L18151-ME** (dated 5/1/18) & payment in the amount of \$1,019.50 to supply 2 Cryptomeria ‘Globoso’ on the right and left side of bldg.# 92. Remove 1 declining Sparkleberry & Japanese Holly shrubs on the right side of the entrance, amend & grade soil so water drains away from bldg.#91. Supply & install 3 Green Mountain Boxwoods on the right side of the entrance of bldg.# 91. Supply & install 1 decorative boulder on the right side of the entrance of bldg.#91. Supply & install 1 Locust tree in front of bldg.# 93 at no charge to the client.

Mutual 19B Board of Directors approved the **McFall & Berry Landscape Proposal #L18152-ME** (dated 5/1/18) & payment in the amount of \$1,562.50 to remove 1 Junipers from the left side trash room entrance along the sidewalk, then supply & install soil, seed 7 penn mulch at bldg.# 88. Remove 1 Liriope mixed w/grass from along the side @ front left bldg. entrance, grade bed so water can drain near walk, seed & penn mulch at bldg.#88. Remove 2 dead Cherry Laurel from left front corner of the building, then supply & install 2 Green Velvet Boxwoods at bldg.# 88. Remove 1 dead Leyland Cypress tree & stump from right side of the front entrance walkway. Backfill hole as needed, then seed at bldg.#89. Remove 1 declining Kwansan Cherry tree & stump from right side of the front entrance walkway. Backfill hole as needed, then seed at bldg.#89. Supply & install 1 Kwansan Cherry tree at the right side of the front entrance walkway at bldg.# 89.

Resolution #10, 5/30/18

- E. Building#89- Utility Room Door lock replacement \$ 275.00 – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the to amount of \$275.00 to have PPD Special projects department to install a sleeve and repair the Utility Room Door.

Resolution# 11, 5/30/18

7. Unfinished Business –

- A. Picnic Grove- Mr. Dunn discussed with the board to install an area within the mutual to have a picnic grove that would included a covered grill and seating.
- B. Noise Complaint; 15310 Beaverbrook Ct. Bldg.# 89- A letter will be sent to the resident in the above unit asking to please be considerate of the late-night noises. Board also approved to have both residents attend a mediation service with Montgomery County. After Board discussion, upon duly made and seconded, the Board approved the following:

Move that the Board approved/direct the President to contact Montgomery County mediation service and inquire about their services and also with the two residents.

Resolution# 12, 5/30/18

- C. Proposals for Window Cleaning Status- Roberta will contact several companies to get proposals and provide to the Board at the next meeting.
- D. M19B Paint Touch-Up Status- The painting of the remaining buildings will begin in 2 weeks.
- E. PPD Updates- Work orders have been submitted and completed.
8. Leisure World Board of Directors – Mr. Dunn reported: (1) the Board gave a positive approval of the Site plan for the new administration building new parking lot. (2) LW Board approved \$47,000 for the new ping pong tables/room. The old ping pong room will be refurbished for a meeting room. (3) M19A President resigned.
9. Advisory Committee Reports –

- A. Community Planning, Security & Transportation – No report at this time.
- B. Restaurant – Ms. Mastrococco reported: (1) Perrie LLC needed a new outdoor refrigerator at a cost of \$25,000. They also want to replace the current buffet station with fixed hot and cold buffet tables. (2) Daily business is very good and buffet business is doing well. There were eleven banquets last weekend. (3) Montgomery county government has responded to the complaints and has found nothing wrong, the county is now aware of the trouble makers. (4) Perrie LLC provided a listing of items to purchase for 2019; new outdoor refrigerator costing \$25,00 for the main kitchen, cold buffet for the Terrace Room costing \$13,500, hot buffet for the Terrace Room costing \$18,000, Roll top chafing dishes (15) for banquets/buffets costing \$2,500 to \$3,000, also round top for current tables (2) being made by the wood shop of LW costing \$1,500. (5) The committee recommended and made a resolution to the board to prioritize the purchase of the outdoor refrigerator, chafing dishes, and round table tops for 2019.

- C. Education & Recreation – Mrs. Lazar reported: (1) Nicole Gerke presented a site plan for the proposed new parking lot. It uses one way driving except for the current parking lot’s outer lane; nearest to LW Blvd, that lanes go in the direction of Clubhouse I. Security and transportation advisory committee examined it on May 3rd and will present its recommendation to the LW BOD later in May. (2) A Walkathon will be planned, the date TBD. (3) Entries are still needed for the 4th of July parade. (4) It has been recommended to re-locate Bocce and Shuffle Board to a green strip along side the Lawn Bowl field, moving it further away from the Clubhouse. (5) Three budgets were looked at; Maintenance (items under \$25,000); Reserve (items over \$25,000); and Capital Purchases. (6) The LW BOD will be making its final decision at its June meeting- the fourth Tuesday in June. (7) Non-members are always invited to attend any advisory meetings, and/or the LWCC Board meeting. Comments are allowed from visitors before any vote takes place, as well as an Open Forum at the end of each meeting. (8) Most fees will increase in 2019; such as fax fees and room usage fees. (9) The June meeting will be Tuesday June 5 at 9:30am.
- D. Physical Properties Department – Mrs. Lazar reported on behalf of Mr. Lazar stating PPD service department will be closed daily for lunch from 12pm-1pm beginning on May 21st. Also, the rates will increase to \$47 for half an hour.
- E. Health – Mr. Lederman reported for Mrs. Lederman: (1) **Health Fair** is scheduled for Thursday, May 24; a good turnout is expected. (2) **“Drug Take Back Day”** on April 28th was successful, there is also a green take back drug container permanently stationed near the pharmacy. (3) Management is exploring new possibilities of internet service providers besides Infinity; contract expires in 2 years. (4) LWMC still looking for volunteer greeters to help people as they enter the building- as needed. (5) There will be a sleep presentation by Dr. Kagan on Friday, June 29th in the auditorium. (6) Social work department gave a presentation on **“Personal Preparedness and Hazards of Clutter”** workshop in April. (7) Dr. McCauley will be reporting how to educate the community on the upcoming mosquito season, how to prevent mosquito breeding and personal safety.
- F. Tennis/Pickleball – No report at this time.
- G. Landscape- Mrs. Gervais stated that properties and designated areas were inspected by the committee to clean up, remove and replace winter killed plants.
10. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – All reports were noted.
12. Open Forum – None.
13. Adjournment – The meeting adjourned at 3:15 p.m.

Next Regular Meeting – June 27, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual 19B Monthly Treasurer's Report

Balance Forward	6/1/2018	\$150,978		5/1/2018	\$157,500	
Total Receipts	June	\$121,329		May	\$136,137	
Total Disbursements	June	<u>-\$104,265</u>		May	<u>-\$142,659</u>	
Cash Balance	6/30/2018	\$168,043		5/31/2018	\$150,978	
Net Operating Expenses	YTD 6/30/18	-\$7,752	June	-\$6,501	Over Budget	
Utility Expenses Compared To Budget	YTD 6/30/18	-\$17,548	Over Budget	\$4,575	Under Budget	June
Income Compared To Budget	YTD 6/30/18	\$55,709	June	\$905	Over Budget	
Current Surplus/Deficit	YTD 6/30/18	-\$10,363	YTD Budget	-\$2,611	-\$7,752	Variance
Replacement Reserve	6/30/2018	\$1,619,809		5/31/2018	\$1,602,236	
Maintenance Reserve		\$146,208			\$141,276	
Insurance Deductible Reserve		\$23,826			\$22,966	
Cash Balance		<u>\$167,669</u>			<u>\$163,503</u>	
Total		\$1,957,513			\$1,929,981	
Delinquent Report - July 16, 2018	7 accounts have late monthly assessments incurring late charges but are less than 30 days old 2 of these accounts have late charges which are 30 days delinquent 60 day delinquent column is 0 90 day delinquent column is and insurance claim of \$344.93 from 7/31/17					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2018

701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
109,207	109,207	0	655,242	655,242	0
2,355	1,272	1,083	12,869	7,626	5,243
0	0	0	135	0	135
904	0	904	55,580	0	55,580
<u>(24,270)</u>	<u>(23,188)</u>	<u>(1,082)</u>	<u>(144,379)</u>	<u>(139,130)</u>	<u>(5,249)</u>
88,196	87,291	905	579,447	523,738	55,709
INCOME					
88	88	1	525	522	(3)
0	0	0	4,150	4,500	350
4,384	4,384	0	26,304	26,304	0
272	285	14	1,628	1,710	82
900	900	0	5,400	5,400	0
119	0	(119)	597	0	(597)
5,762	5,657	(105)	38,604	38,436	(168)
ADMINISTRATIVE EXPENSES					
3,500	2,493	(1,007)	21,000	14,963	(6,037)
1,544	1,544	0	9,266	9,264	(2)
0	167	167	1,600	998	(602)
154	292	138	617	1,748	1,131
751	333	(418)	2,594	2,002	(592)
0	83	83	507	502	(5)
363	33	(330)	363	202	(161)
0	417	417	0	2,498	2,498
105	1,667	1,562	1,875	9,998	8,123
176	176	0	1,056	1,056	0
6,594	7,205	611	38,878	43,231	4,353
BUILDING EXPENSES					
1,616	2,310	694	24,252	18,150	(6,102)
0	(620)	(620)	0	(4,872)	(4,872)
5,691	12,250	6,559	96,678	96,250	(428)
0	(707)	(707)	0	(5,558)	(5,558)
<u>10,394</u>	<u>9,043</u>	<u>(1,351)</u>	<u>45,806</u>	<u>45,217</u>	<u>(589)</u>
17,701	22,276	4,575	166,735	149,187	(17,548)
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					

01 Rossmoor Blvd.
ver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE		YTD	YTD	VARIANCE
ACTUAL	BUDGET			ACTUAL	BUDGET	
0	167	167	6401	300	998	698
0	208	208	6403	0	1,252	1,252
0	375	375		300	2,250	1,950
0	0	0	01 Activities			
0	0	0	04 RR Patio Doors			
0	0	0	05 RR Painting			
0	0	0	09 RR Electrical			
0	0	0	12 RR Plumbing			
141	0	(141)	03 MR Electrical			
0	0	0	04 MR Drainage			
153	0	(153)	05 MR Plumbing			
150	0	(150)	07 MR Pest Control			
0	0	0	08 MR HVAC			
169	0	(169)	09 MR Gutters			
45	0	(45)	10 MR Other			
190	0	(190)	12 MR Building Maint			
0	0	0	24 MR Doors & Windows			
0	0	0	30 MR Ceiling Repairs			
0	0	0	01 ILR Insurance/Legal			
848	0	(848)	TOTAL RESERVE EXPENSES	55,580	0	(55,580)
30,905	35,513	4,608	TOTAL OPERATING EXPENSES	300,097	233,104	(66,993)
6,568	6,701	133	10 Administration	40,505	40,206	(299)
2,598	2,608	10	20 Education & Recreation	15,252	15,650	398
2,041	2,186	145	21 Club House II	12,320	13,117	797
(111)	(130)	(19)	22 LV/News	(668)	(782)	(114)
186	181	(5)	25 Food Service	1,113	1,081	(32)
(223)	(330)	(107)	30 Medical Center	(1,484)	(1,976)	(492)
0	170	170	40 PPD Management	1,373	1,021	(352)
1,451	1,451	0	41 Grounds	8,707	8,707	0
1,781	1,655	(126)	43 Trash	10,131	9,928	(203)
6,754	6,760	6	58 TV	40,449	40,559	110
965	1,069	104	60 Transportation	6,012	6,413	401
4,824	4,933	109	65 Security	29,316	29,597	281
557	569	12	70 Street Lights	3,266	3,415	149
891	895	4	80 Golf Course	5,121	5,365	244
186	187	1	81 Pro Shop	1,336	1,121	(215)
37	111	74	85 Comm Call System	445	670	225
185	185	0	90 Snow Reserve	1,108	1,108	0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2018

701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE	
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET		
4,683	4,683	28,098	28,098	0	28,098	0	
92	92	557	557	0	557	0	
1,283	1,283	7,699	7,699	0	7,699	0	
0	546	0	3,276	546	3,276	3,276	
34,746	35,805	210,655	214,830	1,059	214,830	4,175	
		TOTAL COMMUNITY FACILITIES					
		MUTUAL OPERATING					
4,675	4,550	28,827	27,305	(125)	27,305	(1,522)	
4,478	4,478	26,868	26,863	0	26,863	(5)	
297	332	1,855	1,990	35	1,990	135	
3,430	3,430	20,580	20,579	0	20,579	(1)	
260	63	928	378	(197)	378	(550)	
0	216	0	1,300	216	1,300	1,300	
13,139	13,069	79,058	78,415	(70)	78,415	(643)	
		TOTAL MUTUAL OPERATING					
78,791	84,387	589,810	526,349	5,596	526,349	(63,461)	
9,405	2,904	(10,363)	(2,611)	6,501	(2,611)	(7,752)	
		TOTAL EXPENSES					
		INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
June 30, 2018

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
BANK OF AMERICA									
168,043.02									
168,043.02									
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	1.49%	149,719.37		149,719.37	81,775.70	13,476.18		244,971.25
100003	B OF I FEDERAL BANK	1.66%	196,104.19		196,104.19				196,104.19
100025	NEW DOMINION BANK	1.30%	125,424.25		125,424.25	64,630.01	10,350.17		200,404.43
CERTIFICATES OF DEPOSIT									
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	1.44%	153,278.59	12/22/2018	156,622.09				156,622.09
100012	SYNCHRONY BANK	1.98%	52,159.86	01/21/2019	52,614.54				52,614.54
100019	BANK OF THE OZARKS	2.01%	150,000.00	03/25/2019	150,000.00				150,000.00
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	101,756.34				101,756.34
100017	TIAA BANK *	1.60%	100,696.94	10/03/2019	103,521.20				103,521.20
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022	TIAA BANK *	2.00%	104,658.29	08/23/2020	106,438.88				106,438.88
100024	FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:									
			571.60			(197.31)	0.00	(374.29)	
TOTAL			1,619,809.07		1,619,809.07	146,208.40	23,826.35	167,668.73	1,957,512.55

* Starting 6/5/2018 Ever Bank changed to TIAA Bank

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

July 25, 2018

INVOICES FOR APPROVAL

- 1) Montgomery County DHCA, Invoice#INV201916522 (Dated 06/27/18... \$ 1,050.00
Mutual 19B; Registration Fee FY2019 (**Attachment# 1**)
- 2) O'Connell & Lawrence Inc., Invoice#30982 (Dated 06/7/18) \$ 2,150.00
Professional Services for the period: 4/23/18-5/27/18 (**Attachment# 2**)
- 3) Schindler Elevator Corporation, Invoice# 7152729536 (Dated 05/31/18) \$ 1,525.71
15211 Elkridge Way; Per Board President; Technician replaced obsolete eye ray. New modern
eye ray has toner for ADA Act. Service date of 4/5/18. (**Attachment# 3**)
- 4) McFall & Berry Landscaping, Invoice# IN200004 (Dated 05/31/18) \$ 2,200.80
Supply & install 2018 Summer Annuals; removed all fall flowers from the bed(s) and complete
tilling installation of flowers. Granular fertilization, re-edging and mulching of the beds,
watering of all flowers at installation, deer repellent spray (spraying does not guarantee against
deer or other animal damage; McFall & Berry cannot be held responsible for such damage.
(**Attachment# 4**)
- 5) McFall & Berry Landscaping, Invoice# IN200128 (Dated 06/14/18) \$2,700.00
Bldg.#88-Tree Maintenance; take down & remove 5 declining Bradford Pear Trees & slumps frp
front right and left side sides. Backfill holes with soil then seed. Per the Board to not take down
the tree until flowering was completed. (**Attachment# 5**)
- 6) McFall & Berry; Invoice# IN200129 (Dated 06/14/18) \$1,485.00
Bldg.#88-15300 Beaverbrook Ct.; supply & install Sunset Maple trees (2"-2.5" caliper) into areas
specified. Supply & install Pink Prunus okame Cherry trees (2"-2.5" caliper) into areas specified.
(**Attachment# 6**)
- 7) J&M Construction Solutions, LLC, Invoice# 1574 (Dated 04/22/18) \$ 1,329.00
Bldgs.# 88,90,91,92,94; Roofing Repairs- Storm shingles replaced. (**Attachment# 7**)
- 8) McFall & Berry Landscaping, Invoice#IN200533 (Dated 7/19/18) \$ 1,562.50
to remove 1 Junipers from the left side trash room entrance along the sidewalk, then supply &
install soil, seed 7 penn mulch at bldg.# 88. Remove 1 Liriope mixed w/grass from along the side
@ front left bldg. entrance, grade bed so water can drain near walk, seed & penn mulch at
bldg.#88. Remove 2 dead Cherry Laurel from left front corner of the building, then supply &
install 2 Green Velvet Boxwoods at bldg.# 88. Remove 1 dead Leyland Cypress tree & stump
from right side of the front entrance walkway. Backfill hole as needed, then seed at bldg.#89.
Remove 1 declining Kwansan Cherry tree & stump from right side of the front entrance walkway.
Backfill hole as needed, then seed at bldg.#89. Supply & install 1 Kwansan Cherry tree at the
right side of the front entrance walkway at bldg.# 89. (**Attachment# 8**)

INSURANCE CLAIM FOR APPROVAL

9) Leisure World, Invoice# 4914 (Dated 06/19/18) \$ 339.21
Insurance Claim, Bldg. #88-2J, Date of Occurrence 05/11/18
Clogged toilet that overflowed into unit 1J & 2J, used A&A and 1J declined A&A clean up services. **(Attachment# 9)**

10) Leisure World, Invoice# 1712181 (Dated 01/30/18) \$ 1,893.59
Insurance Claim, Bldg. #94-2J, Date of Occurrence 12/15/17
Found pinhole in refrigerator valve. Water leaked & pergo floor was buckled.
(Attachment# 10)

- Template resolutions for insurance claims: Resolution to approve insurance claim payment of \$ _____ to LWMC, Invoice # _____, Bldg. # __-__ (Date of Service __/__/2017 for the _____).

- Resolution to approve seeking reimbursement of payment from unit owner (give address), Building # __, Unit __ for insurance claim invoice # _____, Date of Service __/__/2017, in the amount of \$ _____ for the _____.

GENERAL MANAGER'S REPORT

July 9, 2018

COMMUNITY TOPICS

1. Finances –

Financial statements for the period ending June 30, 2018 are expected to be published the week of 07/16/2018.

As of May 31, 2018, year-to date net operating expenses are \$6,600 under budget.

In the month of June, there were 32 property transfers which contributed \$135,200 in transfer fees.

2. MNCPPC Planning Board Hearing—

The site plan was revised following additional recommendations from Advisory Committees and comments made by individual residents during the mutual presentations. The LWCC Board of Directors approved the revised site plan at their May 22nd Board of Directors Meeting.

The newly approved site plan will be sent to the staff at the MNCPPC Planning Board. We anticipate the Planning Board will schedule the hearing in the month of September.

3. Survey Reminder: Internet/Broadband Services—

Management developed a community-wide survey requesting information from residents concerning internet/broadband service utilization. Residents are reminded to complete the survey and drop it off as soon as possible. The deadline to submit the surveys was July 6th; if you have not returned your completed survey, please do so as soon as possible.

4. Thank you!! Public Relations Event/ “Zip Trip”—

On Friday, June 29, Leisure World of Maryland had a great moment in the television spotlight when it was featured throughout local television Fox5/WTTG's morning program, “Good Day DC.”

The Veterans Park and Cascade Circle in front of Clubhouse I looked gorgeous in every shot. Vivacious residents showed off their many talents and wonderful qualities on camera, and others who attended the live broadcast supported their neighbors and community with tremendous spirit.

I'd like to acknowledge the hard work that staff put into making the community's moment in the spotlight such a success. The Communications team spearheaded coordination with the producers, and crucial support from our Grounds Maintenance, Security, Information

Technology and Physical Properties teams enabled a smooth morning that showcased the best of Leisure World.

We have much to be proud of, and we showed that to the rest of the world. Let's keep this spirit alive every day.

5. 2019 Budget—

Advisory Committees have begun review of their cost center budgets and will approve the budgets at their July meetings. The Budget & Finance Advisory Committee will then provide a recommendation to the Leisure World Board of Directors for their approval at the regularly scheduled August meeting. A Budget Forum will be held in early August, date to be announced.

6. Upcoming Medical Center Roof & Sprinkler Work—

Roof work at the Medical Center has begun and will conclude the week of July 23rd with most of the work to be completed during the weekend to reduce disturbance to Medical Center patrons. Following the roof work, the building's fire suppression sprinkler system is being partially replaced due to its age and pin hole leaks causing recent water damage of interior spaces. The work will be performed on nights and weekends beginning at the end of July for approximately 2-3 weeks. This work will not impact use of the facility.

7. Recruitment—

New Hires:

Jaime Olavarria – Assistant Project Manager, (PPD)
Shawn Wilson – Maintenance Assistant, (M20B)
Theo Clunis – Temp. Maintenance Assistant, (M20A)
Maxx Kelley – Administrative Assistant, (M26)
Nathaniel Flowers – Recycling Driver, (PPD)
Christopher Duval – Security Guard, (S&T)
Rehema Tafuna – Customer Service Representative, (PPD)
Kelly Barton – Administrative Assistant, Mutual Services, (Admin)

Promotional Transfers:

Jocelyn Ruiz – Administrative Assistant, (M20A)
Jacqueline Ramos – Accounting Clerk, (Accounting)
Su Lee – Accountant, (Accounting)

Departures:

Ginalynn Kerr – Accounting Clerk, (Accounting)
Cheryl Steiner – Accountant, (Accounting)

Open Positions:

Assistant Resale Administrator – (Resale)
HVAC Service Technician - (PPD)
Security Guard – (S&T)
Shuttle Bus Driver - (S&T)
Supplemental Transportation Driver – (S&T)