

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.
October 31, 2018
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Lederman, Mastrorocco, 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 August 29, 2018 & September 26, 2018 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices (**Attachments #1-4**)
 - B) Insurance Claim; Bldg.# 89-1C (**Attachment# 5**)
 - C) Renew CD; Expires 11/7/18
8. New Business/Action Items-
 - A) Accept Richard Lederman Resignation
 - B) Appoint Richard Lederman Replacement
 - C) Resolution for putting the Bylaws in digital form
 - D) Approve McFall & Berry Landscape Proposals; **L18156-ME & L18228-GZ**
(**Attachments# 6 & 7**)
 - E) M&O Agreement Approval (**Attachment #8**)
 - F) FHA Recertification
 - G) Bldg.# 89- Crack Sidewalk Repair
9. Unfinished Business –
 - A) PPD Updates
 - B) Mutual Sign Replacement Update
 - C) Budget Approval
 - D) LW Advisory Committee Approvals
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

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

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

September 26, 2018

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

Res.#36-#45

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, September 26, 2018 at 1:00 p.m.

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

Management: Melissa Pelaez; Director of Mutual Services; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Clayton Lewis, Marion Rosenburg, Jude Howard, Ann Kyber, Dennis Hawkins, Virginia Austin, Kristen Doherty, Marion Bedell, Jim & Meriel Brewer, Susan Evanosky, Carole Chamberlain, JoAnn Grant

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 amended: under New Business: add F- ABM Forms; 15201 Elkridge Way, Unit# 1A & under Unfinished Business: add D- OC&L; Drainage Solutions.
3. Unit Owners Open Forum- Mr. Middleton stated emphatically that this mutual board was the worst ever because we continued to use McFall & Berry. Mr. Lederman left the meeting at this point and did not vote on any of the subsequent matters.
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 Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
6. Approval of Minutes of August 29, 2018 – The Minutes of the regular meeting held August 29, 2018 was postponed for corrections until the next board meeting.
7. Treasurer's Report- Mr. Gervais reported that that the Mutual has a balance forward of \$169,399 for the beginning of August. There were disbursements of \$165,113 & total receipts of \$160,136, leaving a balance for the end of August of \$164,421.

A) CD– Upon motion duly made and seconded, the Board approved the following:

Motion to authorize the Leisure World Accounting Staff to close the money market earning 1.30% at New Dominion with a balance of \$100,000 + and open a new money market at a bank paying a higher rate.

Resolution #36, 9/26/18

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

- 1) LW PPD, Invoice#139253 (Dated 08/29/18... \$ 3,904.00
Bldg.# 89,15310 Beaverbrook Ct.; Paint Touch Up project.
- 2) LW PPD, Invoice#137884 (Dated 08/13/18) \$ 3,983.46
Bldg.#91, 15210 Elkridge Way; Paint Touch up project
- 3) LW PPD, Invoice# 139167 (Dated 08/29/18) \$ 2,984.58
Bldg.#90, 15311 Beaverbrook Ct., Paint Touch Up project
- 4) McFall & Berry, Invoice#IN200990 (Dated 09/17/18) \$2,870.00
Tree maintenance @ Elkridge Way & Beaverbrook Ct.; see attachment listing.

Resolution #37, 9/26/18

8. New Business-

A. Insurance Claims- 15311 Beaverbrook Ct. Unit#90-2B- After Board discussion, upon duly made and seconded, the Board approved the Payment & Reimbursement of Insurance Claim:

- 1) Mutual 19B Board of Directors approved insurance claim payment of \$4,542.54 to LWMC, Invoice# 4997, Bldg. # 90-2B (Date of Occurrence: 07/25/18) leak underneath the kitchen sink

Resolution #38, 9/26/18

- 2) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15311 Beaverbrook Ct., Building# 90, Unit 2B for insurance claim to A&A, Invoice#4997; (Date of Occurrence: 07/25/18) in the amount of \$4,542.54 leak underneath the kitchen sink

Resolution #39, 9/26/18

- B. 2019 LW Advisory Committee Membership– Those who would like to be apart or those that are returning reps, should complete the form and hand in by October 31st.
- C. Building 93 Report on clogged drain line – The main condensate drain backed up into Unit# 89-1A, PPD stated they will dig from the outside of the garden back to where the line is broken and repair the damage. Board will follow up with PPD of what needs to be done.
- D. 2019 Holiday Party Expenditures Approval- After Board discussion, upon duly made and seconded, the Board approved the following:

Resolves, that the Board of Directors approves the date of December 16, 2018 for the Holiday

Party between the hours of 5pm-9pm in the Ballroom of Clubhouse I and authorize Mr. & Mrs. McCleary to proceed forth with their planning much in the fashion as they have every other year.

Resolution #40, 9/26/18

Resolves, that the Board of Directors approved authoring Mr. & Mrs. McCleary to spend up to \$1,700 on the planning of the 2018 Holiday Party, which to be held on December 16, 2018 in the Ballroom of Clubhouse I.

Resolution #41, 9/26/18

- E. E&R Services; Gutter Cleaning- Roberta will contact E&R Window services to send a proposal to clean the gutters of three (Bldgs. 88, 90 91) of the most needed buildings first and get their availability, if LW PPD can not clean the gutters ASAP. After discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved to direct the President to see if LW PPD can clean the three gutters of bldgs. # 88, 90, 91 immediately, if not to arrange to have E&R Window Services to clean them immediately.

Resolution #42, 9/26/18

- F. ABMs- 15201 Elkridge Way Unit#1A - After discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABMs submitted from Sigrid Nadeau, at 15201 Elkridge Way., Unit 93-1A, to update the kitchen & two baths.

Resolution #43, 9/26/18

9. Unfinished Business –

- A. PPD Updates- Work orders have been submitted and completed.
- B. Mutual Sign Replacement- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the proposal from *Airport View Signs* and payment in the amount of \$2,374.35 for the custom sign w/ raised lettering to be on a double-sided post and panel sign with .25” thick custom cut acrylic letters. Alum panel size to be 30” w x 15” h with 3” sq. alum posts w. flat caps. Labor to remove and dispose old sign and install new sign.

Resolution #44, 9/26/18

- C. President’s report on projects suggested by the OC&L/SGH reports- Mr. Dunn mention that the reports provided from OC&L undertaking as a result of the engineer work had done, we have installed a downspout extension behind bldg.# 88, so that the water from the downspout is carried all the way through the backyard and into the woods.

- D. OC&L; Drainage Solutions- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the spending of up to \$5,100 for engineer design resulting in design drawings that can be bid for the drainage solution at the rear of bldg. #88.

Resolution #45, 9/26/18

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

- A. LWCC Board- Mr. Dunn stated the Board President decided to not take any business action. Current contract with Comcast will end July 2020, response was received from the RFI (Request for Information) that was sent out to various companies asking what services can be provided besides TV and Internet.
- B. Community Planning, Security & Transportation – No report at this time.
- C. Restaurant – Ms. Mastrococco's report included: (1) Perrie LLC stated business is going well. One inspection report on August 2nd found no major issues and no mention of buffet temperature violations. (2) Discussion about an email from residents concerning safety and temperature issues on the buffet and failure of an apology from the person for inappropriate remark. (3) Committee requested a vegetarian menu and food items.
- D. Education & Recreation – No report at this time.
- E. Physical Properties Department – No report at this time.
- F. Health – No report at this time.
- G. Tennis/Pickleball – No report at this time.
- H. 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 3:15 p.m.

Next Regular Meeting – October 31, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrococco, Secretary

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

August 29, 2018

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

Res.#27-#35

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, August 29, 2018 at 1:00 p.m.

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

Director Absent: Regina Goldsborough, Director

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

Visitors: Charles Middleton, Clayton Lewis, Jane Gervais, Connie Costa, Janet Lazar, Larry Damsky, Dennis Hawkins, Jude Howard, Melinda Kelly, Beth Urban, Catherine Hogan, Ann Kyber, Bobby Fry, Virginia Austin, Barbara Long, Dr. & Mrs. O.A. May Jr., Marion Bedell

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 amended: under New Business: add D-Mutual Sign Replacements
 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 Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
 6. Approval of Minutes of July 25, 2018 – The Minutes of the regular meeting held July 25, 2018 were approved as presented.
 7. Treasurer’s Report- Mr. Gervais reported that that the Mutual has a balance of \$168,043.02 for the beginning of July. There were disbursements of \$113,904.20 & total receipts of \$115,259.78, leaving a balance for the end of July of \$169,398.60.
- A) Payment of Invoices– Upon motion duly made and seconded, the Board approved payment of the following invoices:
- 1) O’Connell & Lawrence, Inc., Invoice#31120 (Dated 08/15/18... \$ 38,945.43
 - 2) Dynalectric Company, Invoice# 24699 (Dated 07/20/18) \$ 2,144.80

Called for troubles with fire alarm system. Upon arrival it was found that main FACP had failed and needed replacing. Picked up panel and changed out, programmed, and performed test to assure all systems functioned correctly.

- 3) Dormakaba USA Inc.; Invoice#454297 (Dated 07/03/18) \$2,275.00
Annual Maintenance Billing

Resolution #22, 8/29/18

- B) Signal Financial; Open Operating Account- After discussion, Upon motion duly made and seconded, the Board approved payment of the following:

Resolved, that the Board of Directors hereby approves to authorize management to open a checking account for operating at Signal Financial to replace the Bank of America operating account.

Resolution #23, 8/29/18

- C) Malvin, Riggins & Company 2018 Audit- After discussion, Upon motion duly made and seconded, the Board approved payment of the following:

Resolved, that the Board of Directors hereby approves engaging the firm of Malvin, Riggins & Company to perform the 2018 audit of Mutual 19B. The audit fee will be \$4,250 with no presentation.

Resolution #24, 8/29/18

- D) Money Market & CD Rates- After discussion, upon motion duly made and seconded, the Board approved the following:

Resolved, that the Board of Directors hereby approves to authorize the Leisure World Accounting staff to redeem and invest the entire proceeds of the maturing Pacific National Bank CD maturing on 9/25/18 plus interest earned at the best available rate for a time period up to 36 months.

Resolution #25, 8/29/18

Resolved, that the Board of Directors hereby approves to authorize the Leisure World Accounting staff to invest \$100,000 or more in a CD or new money market at the best available rate for a time period up to 36 months.

Resolution #26, 8/29/18

8. New Business-

- A. Insurance Claims- 15300 Beaverbrook Ct. Unit#88-2J & 15311 Beaverbrook Ct. Unit#90-3D- After Board discussion, upon duly made and seconded, the Board approved the Payment & Reimbursement of Insurance Claims:

- 1) Mutual 19B Board of Directors approved insurance claim payment of \$4,194.19 to LWMC, Invoice#4863, Bldg.# 88-2J (Date of Occurrence: 04/18/18) resident in 2J clogged the toilet and water overflowed. Water went into the unit below.

Resolution #27, 8/29/18

- 2) Mutual 19B Board of Directors seeking reimbursement of payment from unit owner at 15300 Beaverbrook Ct., Building# 88, Unit 2J for insurance claim of to A&A, Invoice#4863; (Date of Occurrence: 04/18/18) in the amount of \$4,194.19 resident in 2J clogged the toilet and water overflowed. Water went into the unit below.

Resolution #28, 8/29/18

- 3) Mutual 19B Board of Directors approved insurance claim payment of \$1,227.62 to LWMC, Invoice#4958, Bldg.#90-3D (Date of Occurrence: 07/06/18) Unit 3D was cleaning under kitchen sink, water caused ceiling damage in Unit#2D. Unit 1D cleaned up own water but water line stain needs painting.

Resolution #29, 8/29/18

- 4) Mutual 19B Board of Directors seeking of payment from unit owner at 15311 Beaverbrook Ct., Building# 90, Unit 3D for insurance claim of to A&A, Invoice#4958; (Date of Occurrence: 07/06/18) in the amount of \$1,227.62 Unit 3D was cleaning under kitchen sink, water caused ceiling damage in Unit#2D. Unit 1D cleaned up own water but water line stain needs painting.

Resolution #30, 8/29/18

- B. McFall & Berry Tree Proposals#T18392-BS & L18356-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#T18392-BS** (Dated 08/22/18) & payment in the amount of \$975.00 to take down & remove dead Ash tree in wooded area in the rear of Bldg.# 88, 15300 Beaverbrook Ct. and flush cut stump.

Mutual 19B Board of Directors approved the **McFall & Berry Landscape Proposal #L18356-ME** (Dated 08/07/18) & payment in the amount of \$1,015.00 to remove existing grasses from left entrance @ no charge to the mutual at Bldg.# 89, 15310 Beaverbrook Ct. Supply & install Gold Mop Cypress (5Gal) @ front left of entrance at Bldg.# 89, 15300 Beaverbrook Ct. Remove existing Cherry tree & stump from front right side of Bldg.#93, 15201 Elkridge Way. Supply & install Okame Cherry tree (2”-2.5” caliper) @ the right front of bldg.#93, 15201 Elkridge Way.

Resolution #31, 8/29/18

- C. M19B Sign Replacements – After Board discussion, all agreed to postpone until the September meeting to gather further information.
- A. ABMs- 15301 Beaverbrook Ct. Unit#3E & 15201 Elkridge Way Unit#1A- After discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Shelia Scott, at 15301 Beaverbrook Ct., Unit 92-3E, to replace 5 windows. (one in the kitchen, one in the 1st bedroom, 2 in the den and one in the master bedroom).

Mutual 19B Board of Directors approved ABM submitted from Sigrid Nadeau, at 15201 Elkridge Way., Unit 93-1A, to remove and take away 7 windows and 1 patio slider.

Resolution #32, 8/29/18

9. Unfinished Business –

- B. M19 Budget Process- After discussion, upon motion duly made and seconded, the Board approved the following:

Resolved, that the Board of Directors hereby approves the mailing of the proposed 2019 Operating budget for Mutual 19B. All comments regarding this proposed budget must be in writing and received. Mutual 19B residents for 30-day review period. Board will review any comments and approve the budget at the October meeting.

Resolution #33, 8/29/18

- C. Proposed projects from the Engineers- Mr. Dunn mention that the potential work assignment for the storm water management matter with OC&L will consist of: (1) Enlarge downspout outlets, which will reduce instances where the downspouts fail to convey maximum flows away from the gutters. (2) Add an additional downspout, which the contractor must re-plumb the gutter to assure that water is evenly distributed. (3) Re-attach loose gutters, the contractors have noted loose, worn or rotted gutters, downspouts or fascia boards so that they are secure and functional correctly. PPD will be tasked as well to inspect the entire Mutual 19B grounds, during the inspection PPD will identify and correct any instances.
- D. E&R window Cleaning Proposal- After discussion, upon motion duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the E&R Window Cleaning Proposal#3065 (Dated 8/2/18) & payment in the amount of \$5,300.00 to clean the outside window of the following seven buildings in the mutual. Bldg.#88-94. This does not include the cleaning of the sliding glass doors or atriums. But does include the removal of the window screen to clean the windows and the same screen will be put back on the window.

Resolution #35, 8/29/18

- E. PPD Updates- Work orders have been submitted and completed.

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

- A. Community Planning, Security & Transportation – Mr. Damsky stated there is an ongoing problem with the several crosswalks in Leisure World.
- B. Restaurant – Ms. Mastrococco stated there was no meeting for the month of August.

- C. Education & Recreation – Ms. Lazar stated there will be a LW Flea Market on Saturday; September 29, 2018.
 - D. Physical Properties Department – No report at this time.
 - E. Health – Mr. Lederman reported for Mrs. Lederman: (1) Medstar doctor to speak on muscular degeneration at LW on September 27th in Clubhouse I. (2) A “Mindfulness” presentation will be held in September sponsored by the Mental Health Subcommittee. (3) New Medstar Center manager is Ms. K. Giambrone. (4) Social services department reported ongoing monthly increases of referrals. (5) Interest expressed in future lecture on medical marijuana. (6) Every restaurant report to be presented to the Health Advisory Committee as per Mr. Flannery.
 - 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. Adjournment – The meeting adjourned at 4:32 p.m.
- Next Regular Meeting – September 26, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual 19B Monthly Treasurer's Report

Balance Forward	9/1/2018	\$164,421			
Total Receipts	September	\$271,211			
Total Disbursements	September	-\$271,078			
Cash Balance	9/30/2018	\$164,554			
Net Operating Expenses	YTD 9/30/18	-\$1,949	Over Budget		
	September 2018	\$6,939	Under Budget		
Replacement Reserve	9/30/2018	\$1,633,843			
Maintenance Reserve		\$148,814			
Insurance Deductible Reserve		\$26,424			
Cash Balance		\$163,376			
Total		\$1,972,457			
Delinquent Report - Oct. 16, 2018	4 accounts have late monthly assessments incurring late charges but are less than 30 days old				
	1 account has a 30 day delinquent amount of \$15				
	60 day delinquent column is 0				
	90 day delinquent column is 0				

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 09/30/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
109,207	109,207	0	982,863	982,863	0
2,413	1,272	1,141	20,280	11,442	8,838
75	0	75	330	0	330
0	0	0	125	0	125
11,719	0	11,719	109,499	0	109,499
<u>(24,328)</u>	<u>(23,188)</u>	<u>(1,140)</u>	<u>(217,535)</u>	<u>(208,694)</u>	<u>(8,841)</u>
99,086	87,291	11,795	895,562	785,611	109,951
88	88	1	788	786	(2)
0	0	0	4,150	4,500	350
4,384	4,470	86	39,630	39,630	180
272	285	14	2,443	2,565	123
900	900	0	8,100	8,100	0
<u>254</u>	<u>0</u>	<u>(254)</u>	<u>851</u>	<u>0</u>	<u>(851)</u>
5,897	5,743	(154)	55,781	55,581	(200)
3,500	2,493	(1,007)	31,500	22,442	(9,058)
1,591	1,593	2	13,946	13,945	(1)
45	167	122	3,171	1,499	(1,672)
0	0	0	1,330	0	(1,330)
154	292	138	873	2,624	1,751
751	333	(418)	3,345	3,001	(344)
330	83	(247)	4,234	751	(3,483)
0	33	33	363	301	(62)
0	417	417	0	3,749	3,749
3,396	1,667	(1,729)	15,308	14,999	(309)
<u>176</u>	<u>176</u>	<u>0</u>	<u>1,584</u>	<u>1,584</u>	<u>0</u>
9,943	7,254	(2,689)	75,654	64,895	(10,759)
2,175	2,310	135	29,625	24,750	(4,875)
0	(620)	(620)	0	(6,644)	(6,644)
9,833	12,250	2,417	125,551	131,250	5,699
0	(707)	(707)	0	(7,578)	(7,578)
<u>6,334</u>	<u>13,565</u>	<u>7,231</u>	<u>69,389</u>	<u>83,652</u>	<u>14,263</u>
18,341	26,798	8,457	224,566	225,430	864

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 09/30/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
186	187	1	1,893	1,682	(211)
37	111	74	557	1,003	446
185	185	0	1,663	1,663	0
4,683	4,683	0	42,147	42,147	0
92	92	0	833	833	0
1,283	1,283	0	11,548	11,548	0
0	546	546	0	4,914	4,914
34,885	35,805	920	316,136	322,245	6,109
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
4,799	4,550	(249)	43,365	40,955	(2,410)
4,478	4,478	0	40,302	40,297	(5)
297	332	35	2,746	2,986	240
3,430	3,430	0	30,870	30,869	(1)
111	63	(48)	1,410	567	(843)
0	216	216	0	1,948	1,948
13,115	13,069	(46)	118,693	117,622	(1,071)
93,901	89,044	(4,857)	901,048	789,148	(111,900)
5,186	(1,753)	6,939	(5,486)	(3,537)	(1,949)
TOTAL EXPENSES					
INCOME/DEFICIT					

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

October 31, 2018

INVOICES FOR APPROVAL

- 1) Dynalectric Company, Invoice# 23963 (Dated: 09/13/18) \$5,407.00 (**Attachment# 1**)
Annual fire alarm testing for bldgs. 15300,15310,15311,15301 Beaverbrook Ct. and
15210,15201,15211 Elkridge Way. Testing performed 11/29-30/2017. In error, testing was
never invoiced
- 2) McFall & Berry, Invoice# IN200927 (Dated: 09/10/18) \$8,600.00 (**Attachment# 2**)
Tree maintenance @ 15310 Beaverbrook Ct.; see attachment listing.
- 3) LW PPD, Invoice# 141057 (Dated: 9/26/18) \$1,233.23 (**Attachment# 3**)
Bldg.#89- Main Condensate. Per Roberta- replace drain pan and fix all drain line, all is well at
this time.
- 4) LW PPD, Invoice# 140225 (Dated: 9/12/18) \$1,455.98 (**Attachment# 4**)
Bldg.#88- A/C. System was not running and had 1 leak. Hooked up gauge and found unit flat.
No visible sign of a leak, returned and found leak coming form compressor inside unit. Removed
bad section and re-piped. Vacuumed system. Returned later after system cooled and started unit
and adjusted charge. Returned and installed new Contactor. Used 28 units of 30lbs of Freon.

INSURANCE CLAIM FOR APPROVAL

- 5) Leisure World, Invoice#5020 (Dated 09/18/18) \$ 611.37 (**Attachment# 9**)
Insurance Claim, Bldg. #89-1C, (Date of Occurrence 08/30/18)
A/C leaking from utility room
- 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

October 5, 2018

COMMUNITY TOPICS

1. Finances –

Financial statements for the period ending September 30, 2018 will be published the week of 10/15/18.

As of August 31, 2018, year-to date net operating expenses are \$11,600 under budget.

In the month of September, there were 39 property transfers which contributed \$180,500 in transfer fees.

2. 2019 Advisory Committee Application –

The 2019 Advisory Committee Application was distributed to all Mutual Presidents and Advisory Committee Chairs. Application deadline is Wednesday, October 31st. The Executive Committee and Board of Directors will review and approve the lists at their regularly scheduled November meetings.

3. Upcoming Administrative Office Closures—

The Administrative Offices will be closed on the following upcoming holidays:

- Columbus Day: October 8th
- Thanksgiving Day: November 22nd
- Christmas Day: December 25th

4. Flu Clinics—

MedStar will be holding flu clinics in the Crystal Ballroom (Clubhouse I) from 9:00am to 1:00pm on the following dates:

- October 11th
- October 17th
- October 31st

MedStar is prepared to care for the Leisure World population for flu prevention. They offer two flu shot options specifically made to meet the needs of individuals 65 and older, and one flu shot option for those under the age of 65 called the “standard dose”. MedStar VNA and MedStar Health at Leisure World Blvd. offer the following brands for those 65 and older: Fluzone High-Dose and FluAd. Both Fluzone High-Dose and FluAd are more effective than the standard dose vaccine in preventing the flu in adults ages 65 and older. The vaccines are comparable to each other, and just work in different ways to improve the effectiveness of the vaccine. See attached fact sheet for further information.

5. Community Shredding Day—

The next Community Shredding Day will be held on Saturday, November 3rd from 10am to 1pm in the Administration Building Parking Lot.

6. Lawsuit –

Nine residents filed a class action lawsuit against Leisure World Community Corporation and Leisure World of Maryland Corporation. Lawsuit documents are available, for review, on the resident portal. In addition, notification was received of a CCOC complaint made by an individual challenging the legality of Leisure World Community Corporation; similar to the claims made in the class action lawsuit.

7. MNCPPC Planning Board Meeting—

The revised Site Plan was submitted on July 2nd to MNCPPC through the DRC pre-application system for review and sign off by various regulatory agencies. The 3 primary review agencies that provided sign off were WSSC, Stormwater Management and Fire & Rescue Services. The last approval was received by Fire & Rescue on September 6th.

With the sign-off from the 3 agencies and the comments addressed, the site plans were uploaded on September 25th to MNCPPC Area 2 Staff for their review of the documentation. Area 2 Staff has 10 days to review the submission and provide comments to LW.

8. Community Phonebook & Website Directory—

Management is developing a timeline for publication of an updated Community Phonebook. During this process we will also populate the directory on the resident website with resident's phone numbers. There will be an opportunity to opt-out for those who do not want their phone number visible on the website.

9. Recruitment—

New Hires:

Travis Denney – HVAC Technician, (PPD)
Dominick Maitland – Security Guard, (S&T)
Frank McLaughlin—Golf Superintendent, (Golf)
Brandon Weaver—Security Guard, (S&T)
Lindsay Wood—Security Guard, (S&T)

Departures:

Early Howard – Sanitation Helper, (PPD)
Evelyn Diaz – Security Guard, (S&T)
Sidney Peters—Maintenance Assistant, (M27)

Open Positions:

HVAC Service Technician - (PPD)
Maintenance Assistant – (M27)
Temporary Maintenance Assistant – (M20A)
Service Plumber – (PPD)
Security Guard – (S&T)
Shuttle Bus Driver - (S&T)
Supplemental Transportation Driver – (S&T)