

REGULAR MEETING - BOARD OF DIRECTORS
 COUNCIL OF UNIT OWNERS OF
 MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
 SULLIVAN ROOM - 1:00 P.M.
 WEDNESDAY, JUNE 26, 2019

AGENDA

- | | |
|---|-------|
| 1. Call to Order | |
| 2. Approval of The Agenda | |
| 3. Unit Owners Open Forum (30 Min.) | |
| 4. Residents Open Forum (30 Min.) | |
| 5. General Manager's Report | 1-2 |
| 6. Approval of Minutes | |
| A. May 22, 2019 Meeting | 3-7 |
| B. May 22, 2019 Closed Session | 9 |
| 7. McFall & Berry – Mike Angeles and Richard Jones | |
| 8. Treasurer's Report- (Attachment) | 11 |
| A. Approval of Invoices (Attachment) | 13 |
| 9. New Business/Action Items- | |
| A. JustDoors & Hardware LLC. Proposal – 15311 Beaverbrook Ct.-Trash Room Door (Attachment) | 15-17 |
| B. Chute Master- Building #91 – Trash Chute Proposal (Attachment) | 19 |
| C. Chute Master Proposal- Trash Chute Cleaning (Attachment) | 21 |
| D. McFall & Berry Proposal- T19232GZ- Building 89 (Attachment) | 23 |
| E. McFall & Berry Proposal- L19291AA (Attachment) | 25 |
| F. ABM- 15211 Elkridge Way #94-1E-Dunn (Attachment) | 27-34 |
| G. E&R Services, Inc. Proposal- Window Cleaning (Attachment) | 35-36 |
| H. Building 89-1H- Water Intrusion (Attachment) | 37-46 |
| 10. Unfinished Business – | |
| A. Mold – Building #94, 15211 Elkridge Way | |
| B. PPD Updates | |
| C. Updates Ongoing Projects- Bylaws | |
| 11. Leisure World Board of Directors and Advisory Committee Reports | |
| 12. Building Representatives | |
| 13. Next Regular Board Meeting – Wednesday, July 31, 2019 at 1:00 p.m. – Sullivan Room | |
| 14. Adjournment | |

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY, MAY 22, 2019

Res. #7-#18

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 of the Administration Building on Wednesday, May 22, 2019 at 1:00 p.m.

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

Management: Crystal Castillo; Asst. General Manager of Support Services; Jennifer Quinteros, Mutual Assistant

Visitors: Larry Damsky, Jane Gervais, Jude Howard, Sheryl Katzman, Melinda Kelly, Charles Middleton

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 May 2019 General Manager's Report was presented by Ms. Castillo. All questions and comments were responded to by Ms. Castillo.
6. Approval of Minutes of April 24, 2019 – The April 24, 2019 Regular Board meeting minutes were approved as presented.
7. McFall & Berry – Mike Angeles – Deferred.
8. ABM – Williams – Upon motion duly made, the Board agreed,

To accept the Application for Building Modification request from the unit owner at 15201 Elkridge Way #3E, to remove and replace eight windows as specified. All work is to be completed by American Windows & Siding of VA.

Resolution #7, 5/22/19

9. Treasurer's Report- Mr. Gervais reported as of April 1, 2019, the Mutual has a balance forward of \$122,217.55; total receipts of \$403,000.37; total disbursements of (\$398,753.36); with a balance of \$126,464.56.

A. Invoices– Upon motion duly made, the Board agreed,

To approve payment of the following invoice(s):

\$5, 450.00 O'Connell & Lawrence, Inc. Invoice #31546 – Professional services for the period: March 4, 2019 to March 31, 2019; Building 88 Repair Plans 4/8/19

\$8,600.00 H&H Concrete Construction, Inc. Invoice #2019271 – MUTUAL 19B
CONCRETE REPAIRS 2018. Building 91: Remove And Replace 120 Square Feet Of Concrete Sidewalk.; Building 94: Remove And Replace 150 Square Feet Of Concrete Sidewalk. Note : Under Sidewalk Is A Large Hole Will Need To Find Cause Time And Material Hourly Rate. Building 93 : Remove And Replace 450 Square Feet Concrete Sidewalk And 60 Linear Feet Of Concrete Curb. Note : I Looked In Catch Basin And Did Not See Any Obvious Failure Why Sidewalk Sunk Will Not Know Until Sidewalk Is Removed Will Be Dealt With On Time And Material Basis. Time And Material Is \$80.00 Per Hour For Each Labor , \$150.00 Per Hour For Backhoe, \$80.00 Per Hour For Dump Truck, Material Cost Plus 20 %. 5/4/19

\$15, 338.00 H&H Concrete Construction, Inc. Invoice #2019270 – EXTRA CONCRETE WORK AFTER SECOND WALK THROUGH OF MUTUAL 19 B. Building 90 : Remove And Replace 474 Square Feet Concrete Sidewalk.; Building 91: Remove And Replace Extra 410 Square Feet Concrete Sidewalk.; Building 92 : Remove And Replace Extra 14 Linear Feet Concrete Curb And 80 Square Feet Concrete Sidewalk.; Building 93 : Remove And Replace Extra 95 Square Feet Concrete Sidewalk.; Building 94 : Remove And Replace 345 Square Feet Concrete Sidewalk. Note : This Proposal Is Additional To Estimate Number 181470 That Has Already Been Approved For 8,600.00 Total Cost Is 23,938.00 Plus Any Time And Material Work That Is Needed. Time And Material Will Be Invoiced Separately. 5/4/19

Resolution #8, 5/22/19

B. 15211 Elkridge Way – Late Fee Waiver Request – Upon motion duly made, the Board agreed,

To authorize the Treasurer to research which fee's the contract manager of unit #94-3C is requesting to be waived, with the inclusion of accepting the request, upon confirming it is for the late fees of April (\$15.00) and May (\$15.00) 2019, totaling in the amount of \$30.00.

Resolution #9, 5/22/19

8. New Business-

- A. AIA Contract – Building #88 Drainage Repair – Upon motion duly made, the Board agreed,

To accept the Advantage Green & O’Connell & Lawrence AIA Contract in the amount of \$26,639.00 and payment terms as written, for the 15300 Beaverbrook Ct., building #88 drainage repairs as specified.

Resolution #10, 5/22/19

- B. JustDoors& Hardware LLC. Proposal – 15311 Beaverbrook – Deferred.

- C. 15301 Beaverbrook Ct. – Portico/ Trash Room/ Sidewalk Gaps – Upon motion duly made, the board agreed,

To accept Ronny Cabrera’s Option #1: to clean out the gap in the caulking expansion joint then caulk, using a masonry caulk at a time/ material work order, invoiced at \$77.00 per hour plus materials used. 15301 Beaverbrook Ct. (Gap between the side of the portico, next to the trash room door, and in front of the trash room door.

Resolution #11, 5/22/19

To authorize the Mutual Assistant to contact Physical Properties to clean out and caulk the patio gap at 15201 Elkridge Way #93-3F.

Resolution #12, 5/22/19

- D. McFall & Berry Proposal – 2019 Summer Flower Proposal – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal and approve payment in the amount of \$2,200.80, for the 2019 annual flower planting as specified.

Resolution #13, 5/22/19

- E. Dynalectric Fire Alarm Testing Proposal – Upon motion duly made, the board agreed,

To accept the Dynalectric Fire Alarm proposal and approve payment in the amount of \$5,760.00, for the annual fire alarm testing of all seven buildings as stated. (Valid quote from: January 1, 2019 through December 31, 2019.

Resolution #14, 5/22/19

- F. Dynalectric Sprinkler Testing Proposal – Upon motion duly made, the board agreed,

To accept the Dynalectric Sprinkler proposal and approve payment in the amount of \$3,201.00, for the quarterly sprinkler testing of all seven buildings as stated. Second Quarter: \$1,067.00; Third Quarter: \$1,067.00; and Fourth Quarter: \$1,067.00. (January 1, 2019 through December 31, 2019).

Resolution #15, 5/22/19

- G. LWMC Physical Properties Dryer Vent Cleaning Proposal – The board agreed to defer the proposal to determine the date of the last dryer vent cleaning.
- H. H&H Concrete Construction, Inc. – Building #92, Concrete Repairs – Deferred for further information concerning the line item, in the amount of \$3,900.00-building 92 remove and replace 400 square feet concrete sidewalk.
- I. Building #91 – Trash Chute – Upon motion duly made, the Board agreed,

To authorize the Mutual Assistant to contact Chute Masters for the repair of the trash chute door on the third floor.

Resolution #16, 5/22/19

- J. Parking Lots – Mr. Dunn agreed to obtain bids to repave the Mutual parking lots.

9. Unfinished Business –

- A. Mold – (Building #94- 1H - 15211 Elkridge Way) – Deferred. Mr. Dunn will contact the resident to arrange an evaluation and remediation of the possible mold in the unit. If it is determined it is due to the unit owner's negligence, it will be the responsibility of the unit owner.

- B. LWMC Physical Properties – Bench Proposal – Upon motion duly made, the Board agreed,

To no longer proceed with the Physical Properties Bench Proposal in the amount of \$447.00.

Resolution #17, 5/22/19

- C. PPD Updates – None at this time.

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

- A. Landscape – Ms. Gervais presented the report as distributed. She mentioned the McFall & Berry proposal in the amount of \$2,200.80, for the 2019 annual flower planting was addressed.

- B. LWCC Board – Mr. Dunn mentioned that the State of Maryland would like to put a visual barrier along Georgia Ave. going up to Norbeck Rd. The LWCC Board of Directors agreed to maintain the barrier. In addition, the Woodshop approved a lift for the Boiler Room.

- C. E&R – Ms. Goldsborough presented the E&R report as distributed.

- D. Restaurant – Ms. Mastrococco reported: No Health Department reports; Mother's Day was a great success, 30% increase over last year.; Had 8 banquets last week and a lot more scheduled.; Restaurants are doing a good business.; Need to have the AC/Heating fixed, been broken for many years.; Had daily interest in having night bus service to the restaurants.; Ed

and Bobby made a complaint about the lack of E&R liaison for all banquet events. They were insulted by the wedding party for not having the room set up liked they requested.; They recently placed a new ad for additional staff. They have had a good response so far.

E. Tennis & Pickle Ball – No report at this time.

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

12. Next Regular Board Meeting – Wednesday, July 31, 2019, Sullivan Room at 1:00 p.m.

13. Announcement of Closed Session – Upon motion duly made,

The Board agreed to go into a closed session following the adjournment of the Board Meeting.

Resolution #18, 5/22/19

14. Adjournment – The meeting adjourned at 3:43 p.m.



Rita Mastrorocco, Secretary

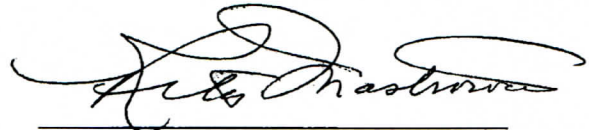
REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY, MAY 22, 2019

A closed session of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room of the Administration Building on Wednesday, May 22, 2019 at 3:47 p.m.

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

Management: Jennifer Quinteros, Mutual Assistant

1. Call to Order – Mr. Dunn called the meeting to order at 3:47 p.m.
2. Legal Matters – Mr. Dunn will contact the attorney to investigate the availability of alternatives concerning legal work.
3. Adjournment – The meeting adjourned at 3:54 p.m.



Rita Mastrorocco, Secretary

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 05/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
112,342	112,342	0	561,710	561,710	0
3,737	1,981	1,756	16,755	9,905	6,850
105	0	105	375	0	375
613	0	613	613	0	613
0	0	0	25	0	25
41,294	0	41,294	97,862	0	97,862
(26,678)	(24,923)	(1,755)	(131,468)	(124,615)	(6,853)
131,413	89,400	42,013	545,872	447,000	98,872
INCOME					
88	88	1	438	434	(4)
0	0	0	4,250	4,600	350
0	0	0	350	0	(350)
4,384	4,384	0	21,920	21,920	0
275	285	11	1,373	1,425	53
906	927	21	4,830	4,635	(195)
0	0	0	25	0	(25)
5,652	5,684	32	33,185	33,014	(171)
TOTAL ADMINISTRATIVE EXPENSES					
2,800	3,500	700	8,400	17,500	9,100
1,591	1,591	0	7,954	7,955	1
0	333	333	47	1,665	1,618
0	111	111	0	553	553
103	292	189	2,664	1,456	(1,208)
0	333	333	1,903	1,665	(238)
0	150	150	3,255	750	(2,505)
0	33	33	0	165	165
0	417	417	0	2,081	2,081
0	1,250	1,250	0	6,250	6,250
176	182	6	880	910	30
4,669	8,192	3,523	25,103	40,950	15,847
TOTAL BUILDING EXPENSES					
2,328	2,450	122	18,731	16,800	(1,931)
0	(467)	(467)	0	(3,207)	(3,207)
7,131	12,250	5,119	80,210	84,000	3,790
0	(1,398)	(1,398)	0	(9,586)	(9,586)
6,612	9,091	2,479	31,525	36,363	4,838

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 05/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
26	27	1	130	139	9
248	248	0	1,238	1,238	0
4,683	4,683	0	23,415	23,415	0
374	374	0	1,870	1,870	0
1,283	1,283	0	6,415	6,415	0
0	546	546	0	2,730	2,730
36,109	36,699	590	184,868	183,478	(1,390)
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
5,087	4,810	(277)	26,059	24,047	(2,012)
4,666	4,666	0	23,326	23,326	0
0	0	0	223	0	(223)
260	332	72	1,410	1,658	248
3,670	3,670	0	18,350	18,350	0
111	61	(50)	445	304	(141)
0	217	217	0	1,077	1,077
13,794	13,756	(38)	69,813	68,762	(1,051)
TOTAL MUTUAL OPERATING					
117,589	86,591	(30,998)	541,296	452,240	(89,056)
13,824	2,809	11,015	4,576	(5,240)	9,816
TOTAL EXPENSES					
INCOME/DEFICIT					



General Manager's Report

June 2019

June 7, 2019

Community Financials

Financial statements for the period ending May 31, 2019, will be published the week of June 10th.

As of April 30, 2019, year-to-date, net operating expenses were \$49,300 over budget.

In the month of May, there were 34 property transfers which totaled \$155,700 in transfer fees.

Upcoming Office Closures:

- **July 4—**
Independence Day
- **Sept 2—**
Labor Day

Class-Action Lawsuit Status

The judge ruled in favor of the Community regarding Count 1 - the Board of Directors selection process. There are 5 remaining counts under consideration by the court; as detailed below:

- 2% Resale Fee
- Resale Administration Fee
- Monthly Assessment to the Mutuals
- Violation of the Consumer Protection Act
- Violation of Fiduciary Duty

The deadline for response to the 2nd amended complaint has been extended.

Insurance

Policy Renewal:

The Master Insurance Policy renews on 8/1/19. The premiums will increase 2.5-3%.

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: The Planning Board will document the conditions through a safety resolution in the coming weeks. A RFP has gone out to solicit proposals from architectural firms for the permitting phase of the project.

LW Strategic Planning

The surveys are expected to be mailed to Leisure World residents in June. Information regarding the survey can be found in the June 7th issue of the LW News.

Presentation to Security & Transportation Committee:

The owner of Leisure World Plaza Shopping Center was scheduled to do a presentation to the committee regarding a potential modification to the ingress/egress from the shopping center during their meeting on June 13th, this presentation has been postponed.

Bulk Internet/Broadband Update

The LWCC Board of Directors reviewed a draft of the terms of the new contract on April 30th.

The Board will review the final agreement in May for action at the regularly scheduled Board of Directors meeting in June.

The final agreement is expected to be for a term of 8 years, beginning January 1, 2020. Additional details will be provided to residents in future issues of the LW News.

2020 Budget Planning

The GM attended the May Budget & Finance Committee Meeting to review and discuss the strategy for developing the 2020 operating budget. Draft assumptions were submitted to the LWCC Board in May.

Advisory Committees will review the Schedule of Fees and Cost Center Budgets, if applicable, at their meetings in July.

HR Corner

In the month of May, there were 5 new hires, 5 departures and 1 promotional transfer.

We have the following open positions:

- Administrative Assistant, Fairways North
- Community Patrol Officer
- Sanitation Driver
- Security Guard
- Supplemental Transportation Driver