

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

January 31, 2018
Clubhouse II Meeting Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of December 27, 2017 Meeting
5. Treasurer's Report
6. New Business
 - A) Task Order with O'C&L Engineers
 - B) PPD Maintenance Proposal - \$42,000
 - C) Annual Meeting Notice - May 2, 2018, 2 Directors to be Elected (to be sent in Feb.)
7. Unfinished Business - Update Reports
8. Leisure World Board of Directors and Advisory Committee Reports
9. Building Representatives
10. Unit Owners
11. Open Forum
12. Adjournment

Next Regular Meeting - February 28, 2018, To Be Determined, 1:00 p.m.

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

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

December 27, 2017

Sullivan Room – 1:00 P.M.

Res# 66- #70

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, December 27, 2017 at 1:00 p.m.

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

Absent: Richard Lederman, Vice President

Management: Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Jane Gervais, Kristin Doherty, Mary Dugan

1. Call to Order – Mr. Gervais called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved.
3. General Manager’s Report – No report at this time.
4. Approval of Minutes of November 29, 2017 – The Minutes of the regular meeting held November 29, 2017 was approved as presented.
5. Approval of Minutes of an Action Without a Meeting- December 4, 2017 – The Minutes of an Action Without an Meeting was approved as presented on December 4, 2017 given the approval of payment to Perrie LLC in the amount of \$2,910.00 for the 2017 Holiday Party expenditure and the reimbursement submission from Maureen McCleary in the estimated amount of \$125.00, (Resoulution#65).
6. Treasurer’s Report- Mr. Dunn reported that the Mutual is in good standing and there is one account in arrears of current condo fee.
7. Money Market & CD Activity Approvals- After Board discussion, upon duly made and seconded, the Board approved the following:

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. authorizes the Leisure World Accounting staff to close the money market at Congressional Bank and to open a new money market at NewDominion Bank.

Resolution #66, 12/27/17

Board of Directors for Mutual 19B; Condominium of Rossmoor, Inc. authorizes the Leisure World Accounting staff to redeem and invest the entire proceeds of the maturing Synchrony Bank CD maturing on 1/21/18 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution#67, 12/27/17

8. New Business-

- A. Approve ABMs (Mary Dugan, #93-1K, Patio Door)- After discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Mary Dugan, at 15201 Elkrigde Way, Unit 93-1K, to replace sliding door.

Resolution#68, 12/27/17

- B. Approve PPD Proposal (Dated 11/8/17, Touch up painting, labor & materials for \$61 per hour- After discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the PPD Proposal (Dated 11/8/17) for labor and materials to complete various touch up painting and drywall repairs at \$61 per hour plus materials cost.

Resolution#69, 12/27/17

- C. Contract with O'C&L Engineers- Mr. Gervais stated that the lawyer reviewed the proposal submitted from O'C & L and said it was fine. Mr. Gervais signed the contract in accordance with resolution# 60, approved on 11/29/17.

- D. Elevator at Bldg.#90- Elevator was fixed and properly running.

- E. McFall & Berry- Proposal #L17638-BR, front of Bldg. #90, spread wood chips, \$270- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Proposal #L17638-BR & payment (Dated 12/7/17) of \$270.00 to supply & install wood chips throughout the native area in front of bldg. # 90. There is no charge for the wood chips, only a charge to deliver & spread the chips.

Resolution#70, 12/27/17

9. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkrigde Drainage- No report at this time.

- B. Shampooing Carpets- Status- Board agreed to postpone until spring.

- C. PPD Building Maintenance Checklist (Clean Gutters)- Mr. Gervais will contact PPD asking when the Mutual gutters will be cleaned, PPD stated it was done in November.

- D. Window Cleaning Contract- Fix and return- Lorraine Gibbons Bldg. #89-3F- Roberta will follow up with E&R Window services.
 - E. Noise Complaint Policy- Mr. Gervais stated that the Board has decided not to create a new policy but to continue to use the current noise policy that is a part of the Mutual By-Laws.
 - F. Beaverbrook Court and Elkridge Way Street Signs- Board agreed to postpone until spring.
 - G. Final Report of Expenses for the 2017 Holiday Party- Mr. Gervais thanked Maureen McCleary on the great work she does on getting the holiday parties together. 100 people attended; of that 85 residents and guests attended. Party was successful. Perrie LLC expense was paid in the amount of \$2,910.00 and reimbursement to Maureen McCleary in the amount estimated of 125.00.
10. Leisure World Board of Directors Report- Mr. Gervais stated that Vantage Point East President; Henry Jordan submitted a memo presenting the history of the administration building from his point of view, which was distributed to those in attendance.
11. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- No report at this time.
 - B. Restaurant-No report at this time.
 - C. Education & Recreation- No report at this time.
 - D. Physical Properties Department- No report at this time.
 - E. Health- No report at this time.
 - F. Tennis- No report at this time.
 - G. Landscape- Ms. Gervais stated the next meeting will be in March.
12. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
13. Unit Owners – All reports were noted.
14. Open Forum- None
15. Adjournment- The meeting adjourned at 2:00 p.m.
- Next Regular Meeting- January 31, 2018, Clubhouse II, Meeting Room 2, 1:00 p.m.
- Next Agenda Meeting- January 24, 2018, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

December 31, 2017

Balance Forward

\$181,784.72

Total Receipts (See Attached)

\$119,347.09

Total Disbursements (See Attached)

(\$106,068.24)

Cash Balance

\$195,063.57

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 12/31/2017

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
106,911	106,911	0	5110	1,282,932	1,282,932	0
1,953	757	1,196	5111	19,531	9,051	10,480
0	0	0	5114	465	0	465
4,640	0	4,640	5200	81,565	0	81,565
<u>(24,870)</u>	<u>(23,670)</u>	<u>(1,200)</u>	5800	<u>(294,531)</u>	<u>(284,051)</u>	<u>(10,480)</u>
88,634	83,998	4,636		1,089,962	1,007,932	82,030
88	87	(1)	6112	1,050	1,050	0
0	0	0	6115	4,050	4,400	350
4,384	4,568	184	6118	52,000	52,930	930
(843)	0	843	6118	0	0	0
272	254	(18)	6118	3,257	3,070	(187)
0	0	0	6119	200	0	(200)
900	978	78	6120	10,800	11,714	914
<u>1,200</u>	<u>0</u>	<u>(1,200)</u>	6125	<u>2,809</u>	<u>0</u>	<u>(2,809)</u>
6,000	5,887	(113)		74,166	73,164	(1,002)
1,544	1,528	(16)	6204	18,173	18,113	(60)
645	337	(308)	6204	3,299	4,000	701
0	0	0	6204	1,330	0	(1,330)
103	292	189	6209	3,285	3,500	215
0	337	337	6211	3,085	4,000	915
0	87	87	6211	0	1,000	1,000
0	87	87	6211	363	1,000	637
0	167	167	6211	5,407	2,000	(3,407)
176	1,337	1,337	6214	21,116	16,000	(5,116)
	176	0	6224	<u>2,112</u>	<u>2,112</u>	<u>0</u>
2,468	4,348	1,880		58,171	51,725	(6,446)
3,804	4,200	396	6301	28,322	35,000	6,678
0	(779)	(779)	6301	0	(6,495)	(6,495)
23,772	21,600	(2,172)	6301	160,030	180,000	19,970
0	(1,883)	(1,883)	6301	0	(15,691)	(15,691)
<u>4,977</u>	<u>10,042</u>	<u>5,065</u>	6303	<u>92,383</u>	<u>125,522</u>	<u>33,139</u>
32,553	33,180	627		280,735	318,336	37,601

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 12/31/2017

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
1,560	167	(1,393)	1,560	2,000	440
0	212	212	0	2,500	2,500
0	0	0	634	0	(634)
1,560	379	(1,181)	2,194	4,500	2,306
0	0	0	7,557	0	(7,557)
0	0	0	8,050	0	(8,050)
356	0	(356)	5,073	0	(5,073)
72	0	(72)	2,986	0	(2,986)
383	0	(383)	1,983	0	(1,983)
0	0	0	1,285	0	(1,285)
0	0	0	2,862	0	(2,862)
2,326	0	(2,326)	38,889	0	(38,889)
0	0	0	3,544	0	(3,544)
45	0	(45)	385	0	(385)
0	0	0	355	0	(355)
0	0	0	1,255	0	(1,255)
1,458	0	(1,458)	7,341	0	(7,341)
4,640	0	(4,640)	81,565	0	(81,565)
47,221	43,794	(3,427)	496,831	447,725	(49,106)
6,459	6,384	(75)	81,031	76,607	(4,424)
2,598	2,564	(34)	31,023	30,769	(254)
2,227	2,138	(89)	25,828	25,654	(174)
(111)	(130)	(19)	(816)	(1,562)	(746)
186	181	(5)	2,227	2,167	(60)
(445)	(544)	(99)	(6,234)	(6,527)	(293)
445	126	(319)	2,460	1,512	(948)
1,394	1,394	0	16,733	16,733	0
1,670	1,634	(36)	19,594	19,606	12
6,494	6,510	16	77,929	78,120	191
1,039	1,044	5	12,469	12,524	55
5,010	4,954	(56)	56,220	59,447	3,227
482	544	62	6,828	6,527	(301)
742	876	134	10,057	10,508	451
148	210	62	2,152	2,520	368
111	111	0	1,336	1,336	0
248	248	0	2,974	2,974	0
6,459	6,384	(75)	81,031	76,607	(4,424)
2,598	2,564	(34)	31,023	30,769	(254)
2,227	2,138	(89)	25,828	25,654	(174)
(111)	(130)	(19)	(816)	(1,562)	(746)
186	181	(5)	2,227	2,167	(60)
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445	126	(319)	2,460	1,512	(948)
1,394	1,394	0	16,733	16,733	0
1,670	1,634	(36)	19,594	19,606	12
6,494	6,510	16	77,929	78,120	191
1,039	1,044	5	12,469	12,524	55
5,010	4,954	(56)	56,220	59,447	3,227
482	544	62	6,828	6,527	(301)
742	876	134	10,057	10,508	451
148	210	62	2,152	2,520	368
111	111	0	1,336	1,336	0
248	248	0	2,974	2,974	0

MUTUAL 19B
CASH INVESTMENTS
December 31, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							195,063.57	195,063.57
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	1.24%			148,590.45	81,243.76	13,387.48		243,221.69
	B OF I FEDERAL BANK	0.80%			192,463.54				192,463.54
100016	CONGRESSIONAL BANK	0.70%			47,313.07	63,956.62	11,095.03		122,364.72
CERTIFICATES OF DEPOSIT									
100012	SYNCHRONY BANK	1.24%	50,000.00	01/21/2018	52,122.61				52,122.61
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100023	PACIFIC NATIONAL BANK	1.60%	100,000.00	09/25/2018	100,000.00				100,000.00
100014	FIRST INTERNET BANK	1.35%	150,000.00	11/07/2018	154,728.44				154,728.44
100018	SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	155,501.55				155,501.55
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	101,003.65				101,003.65
100017	EVER BANK	1.60%	100,696.94	10/03/2019	102,703.73				102,703.73
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022	EVER BANK	2.00%	104,658.29	08/23/2020	105,393.22				105,393.22
100024	FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
	DUE TO FROM:				774.77	(83.52)	(1,457.78)	766.53	
TOTAL					1,532,903.20	145,116.86	23,024.73	195,830.10	1,896,874.89



GENERAL MANAGER'S REPORT

January 3, 2018

COMMUNITY TOPICS

1. Finances –

Year-end financials are expected to be published the week of 01/15/18.

In December, there were 40 property transfers which contributed \$134,900 in transfer fees.

2. Upcoming Administrative Office Closures –

The Administrative Offices will be closed on the following holidays:

Martin Luther King Birthday	January 15 th
President's Day	February 19 th

3. Education & Recreation and Communications Department Reorganization—

An offer has been made to an external candidate to fill the Assistant Director, Education & Recreation position. The new hire is expected to start work at the end of January 2018.

4. MNCPPC Planning Board Meeting—

MNCPPC Planning Board hearing for the Administration Building/CH1 Site Improvements Site Plan was held on November 30 and the Planning Board elected to defer a final vote on the project.

A second hearing is expected to be scheduled in March.

A letter will be sent to all Mutual Presidents detailing a plan to provide a PowerPoint presentation during all Mutual Board of Directors meetings in February to address questions/concerns relating to this project. Information regarding the presentation will be provided to residents prior to the scheduled meetings to encourage attendance.

5. Terrace Room/Stein Room Closures—

The Terrace Room and Stein Room will be closed from Monday, February 5 through Thursday, February 8 for repairs and flooring replacements. In an effort to accommodate residents during those days, those restaurants plan to serve customers in the Maryland Room using the Clubhouse Grille kitchen.

6. Community Safety Forum: January 11th —

A forum on community safety is scheduled for Thursday, Jan. 11, at 2 p.m. in the Clubhouse II auditorium. All residents are invited to attend.

Scheduled to attend to discuss safety matters are Captain Marc Yamada, the Montgomery County Police commander of the 4th District and Lt. Michael Hartnett, the deputy commander; the acting director and a detective from the Special Victims Investigations Division; and an attorney for the Maryland Coalition Against Sexual Assault.

In addition to sharing information on how residents can be generally vigilant in keeping their homes and themselves safe, panelists can address questions and concerns that have arisen among some residents regarding recent law enforcement arrests that took place in the community.

In mid-December, police served a warrant on a resident who is a registered sex offender and took him into custody. He remains incarcerated and is awaiting trial.

7. Recruitment—

New Hires:

LaKiyah Boyd – Security Guard (S&T)

Diego Guzman – Security Guard (S&T)

Departures:

Terria Smith – Administrative Assistant (E&R)

Christian Cassell – Security Guard (S&T)

Open Positions:

Maintenance Assistant – (Mutual 20A)

Community Patrol Officer – (S&T)

HVAC Foreman - (PPD)

Security Guard – (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Sanitation/Recycle Driver – (PPD)

Sanitation Helper – (PPD)

Supplemental Transportation Driver – (S&T)