

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

November 29, 2017  
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrococco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of October 25, 2017 Meeting
5. Treasurer's Report
  - A) Invoices For Payment (Attachments #1-#7)
6. New Business
  - A) Approve ABMs (Evanosky#88-3G, Massouda/Tahan #92-2B, Essex #94-1J, Grant #92-3A) Attachments
  - B) Management and Operating Agreement - 2018, \$157,720.36 (Attachment #12) (#8-#11)
  - C) Approve Contract Management Services Agreement - 2018, \$10,795.00 (Attachment #13)
  - D) Contract with O'C&L Engineers (Attachments #14-#16)
  - E) Elevator at Bldg. #90
  - F) Approve Holiday Gifts (Attachment #17)
  - G) Noise Complaint Policy, Need for Hearing
  - I) McFall and Berry - Landscape Proposal L17553-BR, 10/26/17, \$300.00, Daffodil Bulbs (Attachment #18)
7. Unfinished Business - Update Reports
  - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
  - B) Shampooing Carpets - Status
  - C) PPD Building Maintenance Checklist
  - D) Resident door paint touch up at Bldg. #90.
  - E) Window Cleaning Contract - Fix and Return - Lorraine Gibbons Bldg. #89-3F

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - December 27, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - No Agenda Meeting For December

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

October 25, 2017  
Sullivan Room – 1:00 P.M.

Res #43- #52

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, October 25, 2017 at 1:00 p.m.

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

Absent: Janet Lazar, Director

Management: Melissa Pelaez, Director Mutual Services; Tom Snyder, Asst. GM Facilities & Services; Roberta Carter, Mutual Assistant

Visitors: Jude Howard, Charles Middleton, Lawrence Damsky, Susan Evanosky, Kristen Doherty, Connie Costa, Donald Dunn, Jerrold & Shirley Gordon, Tom Shioutakon, Jane Gervais, Jean Winegard

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 – The General Manager's Report was presented by Ms. Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
4. Approval of Minutes of September 27, 2017 – The Minutes of the regular meeting held September 27, 2017 was approved as presented.
5. Treasurer's Report – Mr. Dunn reported that the Mutual took in about \$300,000 and spent about \$300,000 much of which was due to the opening and closing out of CD accounts. There are two delinquencies and one that is over 60-days.
  - A. Invoices for Payment- The invoice presented at the Board Meeting, upon motion duly made and seconded, the Board approved payment of the following invoice:
    - 1) Mutual 19B Board of Directors approved payment to McFall & Berry Invoice # 196565 (Dated 9/21/17) in the amount of \$2,585.00 for:

Building# 88; Tree Maintenance. Bldgs. #88, 90, 91 remove debris & fallen limbs from the natural area.

Building# 88; Take down & remove 3 Bradford Pear trees.

**Resolution # 43, 10/25/17**

- 2) Mutual 19B Board of Directors approved payment to Leisure World PPD Invoice# 116814 (Dated 9/29/17) in the amount of \$1,255.14 for:

Bldg.# 93 15201 Elkridge Way; repaired ceiling in three areas on the first floor, three coats of mud, sanding, take, skimming, sanding, and clean up.

**Resolution# 44, 10/25/17**

- 3) Mutual 19B Board of Directors approved payment to LWMC for insurance claim in the amount of \$5,000.00; Invoice# 4793, Bldg.# 89, Unit 1G (Date of Occurrence 6/30/17) refrigerator had a hole in the plastic line, replaced with copper line. Floors were damaged.

**Resolution# 45, 10/25/17**

- 4) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner at 15310 Beaverbrook Court, Bldg.# 89, Unit 1G for insurance claim Invoice# 4793 (Date of Occurrence 6/30/17) in the amount of \$5,000.00 for the damaged floors due to refrigerator having a hole in the plastic line that was replaced with copper line.

**Resolution# 46, 10/25/17**

6. New Business-

- A. Approve 2018 Budget- After discussion, upon duly made and seconded, the Board approved the following:

2018 Mutual 19B Budget, as prepared by the Board of Directors, was mailed to the unit owners, and whereas the required 30-day period for the submission of comments has ended, the Board of Directors hereby approves the 2018 budget mailed to unit owners.

**Resolution# 47, 10/25/17**

- B. PPD/Mutual 19B Condensate Line; Insurance Claims- After discussion, upon duly made and seconded, the Board approve/agreed to the following:

Resolve, that the Board of Directors request an explanation of why the air conditioning common drain lines are backing up in the buildings. PPD is to also inform Mutual 19 B of the several places they have attended to a backup incident, how many times, what was done to correct those incidents, and also describe the scope of services for what was asked by the board on the 16<sup>th</sup> of June and not only insurance claims.

**Resolution# 48, 10/25/17**

- C. Approval of Advisory Committee Applications- After Board discussion, upon duly made and seconded, the Board approved those applications submitted for the 2018 LW Advisory Committees from:

Larry Damsky; Community Planning & Security/Transportation  
Janet Lazar; Education & Recreation  
Oliver Wilford; Emergency Preparedness  
Ellen Lederman; Health  
Jane Gervais; Landscape  
Sidney Lazar; Physical Properties  
Rita Mastrorocco; Restaurant  
Richard Lederman; Tennis Pickleball

**Resolution# 49, 10/25/17**

- D. Management and Operating Agreement 2018- Mr. Gervais stated this will be postpone until the November meeting.
- E. Approve Contract Management Services Agreement- Mr. Gervais stated this will be postpone until the November meeting.
- F. Contract with O'CL- Mr. Gervais stated that he contacted the firm asking for a proposal to address the needs for storm water management and they replied. The next step is to schedule a meeting with the firm to negotiate a contract.
- G. McFall & Berry Proposal- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Proposal# R1 10-4-17; for \$2,200.80 Spring 2018 Flower for the annual flower planting of Zinnia and Bonfire Mix flowers. Which includes, removal of all flowers from the bed(s) and complete tilling installation of flowers at Bldgs. #89, #90, #91, #92, #93, #94.

**Resolution# 50, 10/25/17**

- H. Approve Holiday Party: 12/10/17, 5pm-9pm- After Board discussion, upon duly made and seconded, the Board approved the following:

Resolves, that the Board of Directors authorizes Maureen McCleary to accrue the extra cost necessary to make the meal cost spilt 50/50 and approve the day for December 10, 2017 and the time of 5pm-9pm in the Ballroom of Clubhouse I.

**Resolution# 51, 10/25/17**

- I. Elevator at Bldg. # 90- After discussion, the Board decided to check with the accounting department to see the total cost of elevator repair cost over the past three years.

7. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage- Mr. Lederman stated that the Mutual is in good shape with PPD items and projects.
- B. "Who Pays"- Mr. Gervais stated the approved "Who Pays" List will be mailed to all unit owners.
- C. Shampooing Carpets- Status- Roberta will follow up with Stansbury of the schedule date of cleaning.
- D. PPD Building Maintenance Checklist- Mr. Gervais will contact PPD.
- E. Status of Clay Kenney Project- replace gutter at Bldg.#91- Mr. Gervais stated that the project was completed.
- F. Resident door paint touch up at Bldg.# 90- Ms. Lederman stated he will follow up with Ronny Cabrera.
- G. Window Cleaning Contract- Fix and return- Lorraine Gibbons Bldg. #89-3F- Roberta will follow up with E&R Window services.
- H. Jeanette Winegard- Condensate Drain Bldg. #90-1H- Roberta will contact PPD to gather more information about the condensate lines.
- I. Insurance Claim Reimbursement to unit owner: 15301 Beaverbrook Court 92-1G- After Board discussion that this was a mutual charge, upon duly made and seconded, the Board approved the following:

Reimburse the account of the unit owner of 15301 Beaverbrook Court, Unit 92-1G in the amount of \$842.89, for the payment of insurance claim (Dated 6/14/17) for the leak in pantry off kitchen. Inside valve to the hose bib outside was leaking. It was determined that this leak to the outside hose bib was the responsibility of the Mutual.

**Resolution# 52, 10/25/17**

- 8. Leisure World Board of Directors Report- Mr. Gervais stated that Leisure World Board of Directors meets next Tuesday, October 31<sup>st</sup>.
- 9. Advisory Committee Reports –
  - A. Community Planning, Security & Transportation- Mr. Damsky stated that the committee is still working on the Charter revision.
  - B. Restaurant- Ms. Mastrorocco report included: (1) The site plan for the new entries/vestibules for Terrace Room and Clubhouse Grille has been submitted to Montgomery County, public hearing will be on November 30<sup>th</sup>. (2) The Norbeck Road improvement is currently underway. (3) Dee Martynuska is retiring as Director of Education and Recreation. (4) The orders for round table tops for the Terrace Room have been cancelled, LW will be going with table tops made in the

Woodshop for about \$500. (5) Bar hooks have been added to the bar in the Clubhouse Grille, additional hooks will be installed. (6) Electric Department was contacted to connect the fireplace in the Clubhouse Grille. (7) The Stein Room and Terrace Room floors will be replaced in January. (8) Recommendation for coffee service, energy drinks and potlucks in clubhouse II is still pending and has not been sent to E&R and CPAC committees. (9) Octoberfest is Friday, October 30<sup>th</sup>. (10) There are several hundred reservations for Thanksgiving Dinner. (11) Recommendation presented to Perrie LLC from the committee to add vegan and vegetarian items to the Clubhouse Grille Menu.

- C. Education & Recreation- No report at this time.
- D. Physical Properties Department- No report at this time.
- E. Health- Mr. Lederman reported on behalf of Mrs. Lederman: (1) "**Drug Take Back Day**"; Saturday Oct. 28<sup>th</sup> from 10-2 at LWMC. (2) Shredding Day; Saturday Oct. 28<sup>th</sup> from 10-1 in the parking lot of the Administration Bldg. (3) On Thursday; Oct. 26 at 1pm the Director of Rehabilitation at LWMC, Dionne Hawkins will speak in the Montgomery Room at Clubhouse I on "**Balance and Fall Prevention**". (4) Starting January 2018, the LWMC has rented out space to a massage therapist, an acupuncturist, an audiology group, a homemaker agency and medical equipment specialist. (5) Walk-in clinic at LWMC is still progress. (6) LW Social workers are available to assist residents with deciding on Part. D drug plans for 2018, an appointment is necessary.
- F. Tennis- No report at this time.
- G. Landscape- No report at this time.
- 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 4:20 p.m.

Next Agenda Meeting- November 22, 2017, Sullivan Room, 1:00 p.m.

Next Regular Meeting- November 29, 2017, Sullivan Room, 1:00 p.m.

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Rita Mastrorocco, Secretary

Monthly Treasure's Report  
For the Month of October 2017

<b>Operating Account</b>	
Previous Balance	\$186,242.22
Total Receipts	111,705.06
Total Disbursements	-103,914.39
New Balance	194,032.89

1. As of 10/31/2017, we have one account in arrears of Current Condo fees.
2. Also attached is the CASH INVESTMENTS Report ending October 31, 2017.



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2017

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
106,911	106,911	0	1,069,110	1,069,110	0
2,464	754	1,710	15,692	7,540	8,152
30	0	30	450	0	450
5,947	0	5,947	71,058	0	71,058
<u>(25,381)</u>	<u>(23,671)</u>	<u>(1,710)</u>	<u>(244,858)</u>	<u>(236,710)</u>	<u>(8,148)</u>
89,971	83,994	5,977	911,452	839,940	71,512
<b>INCOME</b>					
	5110				
Assessments	5111				
Interest Income	5114				
Late Fees	5200				
Transfers From Funded Reser	5800				
Transfers To Funded Reserve					
<b>TOTAL INCOME</b>					
<b>ADMINISTRATIVE EXPENSES</b>					
88	87	(1)	875	876	1
0	0	0	4,050	4,400	350
4,384	4,568	184	43,232	43,794	562
272	256	(16)	2,714	2,560	(154)
0	0	0	200	0	(200)
900	976	76	9,000	9,760	760
0	0	0	1,494	0	(1,494)
5,643	5,887	244	61,565	61,390	(175)
<b>BUILDING EXPENSES</b>					
1,544	1,528	(16)	15,084	15,057	(27)
135	333	198	1,295	3,330	2,035
1,330	0	(1,330)	1,330	0	(1,330)
103	292	189	3,080	2,916	(164)
0	333	333	3,085	3,330	245
0	83	83	0	830	830
0	83	83	363	830	467
0	167	167	5,407	1,666	(3,741)
3,988	1,333	(2,655)	18,598	13,330	(5,268)
176	176	0	1,760	1,760	0
7,276	4,328	(2,948)	50,002	43,049	(6,953)
<b>UTILITY EXPENSES</b>					
1,418	1,750	332	23,134	28,000	4,866
0	(325)	(325)	0	(5,196)	(5,196)
7,872	9,000	1,128	123,697	144,000	20,303
0	(785)	(785)	0	(12,553)	(12,553)
4,885	11,297	6,412	63,448	104,183	40,735
14,176	20,937	6,762	210,279	258,434	48,155



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2017

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
92	92	0	925	925	0
116	116	0	1,154	1,154	0
1,283	1,283	0	12,831	12,831	0
0	546	546	0	5,460	5,460
32,618	34,966	2,348	346,771	349,648	2,877
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
4,203	4,372	170	48,493	43,718	(4,775)
4,305	4,313	8	43,050	43,129	79
0	0	0	743	0	(743)
223	307	84	2,822	3,065	243
3,236	3,260	24	32,360	32,603	243
0	61	61	2,042	609	(1,433)
0	214	214	0	2,142	2,142
11,966	12,527	561	129,511	125,266	(4,245)
TOTAL MUTUAL OPERATING					
77,627	79,020	1,393	869,820	841,533	(28,287)
12,345	4,974	7,371	41,632	(1,593)	43,225
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B  
 CASH INVESTMENTS  
 October 31, 2017

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							194,032.89	194,032.89
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
100003 ACCESS NATIONAL BANK	1.24%			146,830.76	81,075.82	13,359.81		241,266.39
100016 B OF I FEDERAL BANK	0.80%			192,204.60				192,204.60
	0.70%			16,432.22	53,632.66	15,296.79		85,361.67
<b>CERTIFICATES OF DEPOSIT</b>								
100012 SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	52,014.53				52,014.53
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	155,127.78				155,127.78
100020 REVERE BANK	1.50%	100,003.29	04/12/2019	100,752.63				100,752.63
100017 EVER BANK	1.60%	100,696.94	10/03/2019	102,440.11				102,440.11
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	105,056.45				105,056.45
100024 FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
<b>DUE TO FROM:</b>				619.33	0.00	0.00	(619.33)	
<b>TOTAL</b>				<b>1,498,515.02</b>	<b>134,708.48</b>	<b>28,656.60</b>	<b>193,413.56</b>	<b>1,855,293.66</b>

## GENERAL MANAGER'S REPORT

November 8, 2017

### COMMUNITY TOPICS

1. Finances –

October financials will be published by 10/10/17.

Preliminary reports indicate a surplus in the month: \$5,000 - \$10,000.

In October, there were 40 property transfers which contributed \$127,581 in transfer fees.

2. Upcoming Administrative Office Closures –

The Administrative Offices will be closed on the following holidays:

Thanksgiving                      November 23<sup>rd</sup>

Christmas                              December 25<sup>th</sup>

New Year's Day                      January 1<sup>st</sup>

3. Training Session—Board Members—

On Monday, October 30<sup>th</sup>, a Training Session was presented by Thomas Schild Law Group for Mutual Board members. Due to the success of this training session, another session will be scheduled for Spring 2018.

4. Education & Recreation Interim Responsibilities—

Ms. Crystal Castillo is the interim Director of Education & Recreation effective, Saturday, November 4, 2017. Day-to-day responsibilities will be coordinated by Ms. Maureen Freeman. Ms. Freeman will be responsible for assisting Ms. Castillo with direction and coordination of the E&R team as well as oversight of clubhouse operations.

5. Website Portals—

The community website portal launched on October 10<sup>th</sup> and the individual Mutual website portals launched on October 30<sup>th</sup>. We continue to update the websites to ensure it is a useful tool for residents.

6. Medical Center Tenant Meet & Greet—

Beginning January 1, 2018, there will be 5 new providers in the Medical Center. The Medical Center will provide the following services: Acupuncture, Audiology, Massage Therapy, Durable Medical Equipment, Home-Care Nursing. A Meet & Greet will be held on Wednesday, December 6<sup>th</sup> from 10am to 1pm in the Maryland Room to allow residents an opportunity to meet the new providers and ask questions.

## 7. MNCPPC Planning Board Meeting—

- MNCPPC Planning Board hearing for the Administration Building/CH1 Site Improvements Site Plan is on November 30 in the afternoon session. The agenda for the meeting will be posted on the MNCPPC website (<http://montgomeryplanningboard.org/agendas/>).
- MNCPPC Planning Board hearings are held at 8787 Georgia Avenue, Silver Spring, MD 20910
- Residents who wish to express their opinions on the proposed Site Plan only to the Planning Board must send written comments to the Board Chairman (Casey Anderson) by 5pm November 28, 2017.
  - Email: [MCP-Chair@mncppc-mc.org](mailto:MCP-Chair@mncppc-mc.org)
  - Fax: 301-495-1320
  - Mail: Casey Anderson, Chair

Montgomery County Planning Board  
8787 Georgia Avenue  
Silver Spring, MD 20910

- MNCPPC Planning Board hearings are webcast live through this link:  
<http://montgomeryplanningboard.org/meetings/watch-online/>
- MNCPPC Planning Board Rules of Procedures are available through this link:  
<http://www.montgomeryplanningboard.org/agenda/2007/documents/RulesFINAL3.21.07.pdf>

## 8. Recruitment—

### **New Hires:**

None

### **Departures:**

None

### **Open Positions:**

Director, Communications & Clubhouse Operations -- (E&R)  
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)