

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

February 28, 2018
Clubhouse I Maryland Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval Of The Agenda
3. Update on Facilities Enhancement Plan (FEP) Admin. Building, & CH I Site Improvements Project
4. General Manager's Report
5. Approval of Minutes of January 31, 2018 Meeting
6. Treasurer's Report
 - A) Approval of Invoices (Attachments # 1 - # 4)
7. New Business
 - A) PPD EZ Trap Proposal - \$18,420 (Attachment # 5)
 - B) McFall & Berry - Approve proposal to remove 2 trees behind Building #92 for \$1,200.00 (Attachment # 6)
8. Unfinished Business - Update Reports
9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment
Next Regular Meeting - March 28, 2018, Sullivan Room, 1:00 p.m.
Next Agenda Meeting - March 21, 2018, Sullivan Room, 1:00 p.m.

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.

Res# 71-#77

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 Meeting Room on Wednesday, January 31, 2018 at 1:00 p.m.

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

Absent: John Dunn, Treasurer and Janet Lazar, Director

Management: Thomas Snyder; Asst. General Manager Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Jane Gervais, Virginia Austin, Jude Howard, Michael Benefiel, Irwin Schorr, Ann Kyber, JoAnn Grant, Barbara Long, Elizabeth Zawislanski, Sonia Friedman

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 Mr. Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
4. Approval of Minutes of December 27, 2017 – The Minutes of the regular meeting held December 27, 2017 were approved as presented.
5. Treasurer's Report- Mr. Gervais reported that that the Mutual has a balance about or over \$195,000 in the checking account. Disbursements of \$106,000 & total receipts of \$119,347. There are three accounts in arrears of current condo fees, one is over due by 30 days. Mutual finished the year unaudited with a surplus of \$21,541.00 under budget.
6. Insurance Claims- After Board discussion, upon duly made and seconded, the Board approved the following:
 - 1) Mutual 19B Board of Directors approved insurance claim payment of \$614.80 to LWMC, Invoice# 1708041, Bldg. # 90-1H (Date of Occurrence: 8/4/2017) for the A/C leakage, needed clean up.

Resolution# 71, 1/31/18

- 2) Mutual 19B Board of Directors approved insurance claim payment of \$1,065.29 to LWMC, Invoice# 1710131, Bldg. # 93-3A (Date of Occurrence: 10/13/2017) for toilet in 3A was clogged and overflowed, water went into 2A.

Resolution# 72, 1/31/18

- 3) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner at 15201 Elkrige Way, Building# 93, Unit 3A for insurance claim invoice# 1710131 (Date of Service: 1/24/2018) in the amount of \$1,065.29 for toilet in 3A was clogged and overflowed, water went into 2A.

Resolution# 73, 1/31/18

- 4) Mutual 19B Board of Directors approved insurance claim payment of \$2,989.77 to LWMC, Invoice# 1710101, Bldg. #89-1G (Date of Occurrence: 10/10/2017) for the A/C leakage, needed clean up.

Resolution# 74, 1/31/18

Payment of Invoice– Upon motion duly made and seconded, the Board approved payment of the following invoice:

- 1) Mutual 19B Board of Directors approved payment of \$3,257.00 to Travelers USI Insurance, Acct.#5466G9146, (Dated 1/12/18); for Mutual Liability Policy Renewal.

Resolution# 75, 1/31/18

7. New Business-

- A. PPD Maintenance Proposal \$42,000- After discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the LW PPD Annual Maintenance Proposal (Dated 1/6/2018) in the amount of \$42,000.00 for all seven buildings #88-94. Annual maintenance items to be completed for \$42,000.00 due in twelve monthly installments according to the schedule of monthly payments in the amount of \$3,500.00.

Resolution#76, 1/31/18

- B. Task Order Contract with O’C&L Engineers- Mr. Gervais reviewed the background of the contract with O’C & L (O’Connell & Lawrence Inc.), the board now had a task order contract with O’C & L for \$66,180 to consider. The scope of the task order contract included surveying mutual property, parking lot, storm water facilities and building roofing and gutter assemblies.

After discussion, upon duly made and seconded, the Board approved the following:

To enter into a task order contract for engineering analyses and services with O’C & L for an amount not to exceed \$66,180.

Resoultion#77, 1/31/18

- C. Annual Meeting Notice- May 2, 2018, 2 Directors to be Elected (to be sent in Feb.)- The Annual Meeting was set for Wednesday, May 2, 2018. Notice of *Call for Candidates* will be sent out in February. The election of two Directors to fill two three year terms. The terms of Janet Lazar and Jack Dunn will be expiring.
8. Unfinished Business-Update Reports
- A. Outstanding PPD Work Orders- Were discussed and the need for EZ Traps on the A/C condensate lines.
9. Leisure World Board of Directors Report- Mr. Gervais's report included: (1) It was reported that M19B had 11 sales in 2017, 11 in 2016, 14 in 2015 21 in 2014 and 20 in 2013. (2) Master meter mutuals will continue to use the E-Rating system to compute electricity costs. (3) All were invited to check out the pro shop and new programming for the golf operations. (4) The per unit golf cost went down from \$4.61 in 2016 to \$4.43 in 2017. (5) General Manager evaluation committee was appointed. (6) Board approved developing a plan to better communicate with residents. (7) Board did not approve a resolution to expand the website beyond the mutual component of the website. (8) During open forum a lot of criticism mostly about the process to develop the new admin. building was brought out.
10. Advisory Committee Reports -
- A. Community Planning, Security & Transportation- No report at this time.
- B. Restaurant-Ms. Mastrorocco's report included: (1) Kevin Flannery stated that LW ended with a surplus of \$27K. (2) 420 properties were sold contributing \$1.6M to LW. (3) E&R Department & Communications Department were combined into one department with one director and 2 divisions with a director in each. (4) Terrace and Stein Room will be closed from February 2nd to February 10th for installation of new flooring, new ceiling tiles. The Maryland Room will be used for food service. (5) The Woodwork shop is completing the round table tops to fit over the current tables for \$500 each. (6) Health inspection conducted on December 5th; went well, except one item that was corrected on the same day. (7) Hugo is now the new cook for the Clubhouse Grille. (8) Clubhouse Grille happy hour is only available in the grille bar area. (8) Discussion of delivery service with a minimum charge for LW residents. (9) Sunday brunch will be every Sunday in the Clubhouse Grille.
- C. Education & Recreation- Mr. Gervais reported on behalf of Ms. Lazar's report included: (1) A motion was made and approved from the E&R Advisory Committee to approve the application of the "Town Meeting Organization of Leisure World". (2) Discussion of possible options for ID cards to be used by E&R as means to enter the Fitness Center, pool and class sign up feature, needs further study. (3) There was a discussion of the committee charter. (4) New pool hours are; Mondays noon-7pm, Tuesday through Friday 8am-7pm, Saturday and Sunday 8am-6pm. (5) The old Fitness Center will be renovated to house potential use by the Ping Pong Club. (6) Auditorium stage floor will be replaced this year. (7) Updated pools rules were disturb to the committee members.
- D. Physical Properties Department- No report at this time.

E. Health- No report at this time.

F. Tennis/Pickleball- No report at this time.

G. Landscape- Ms. Gervais stated the next meeting will be in March.

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

12. Unit Owners – All reports were noted.

13. Open Forum- Ms. Nadeau introduced Mr. Benefiel as the new building representative for building #93. The Board approved a motion to appoint Mr. Benefiel building representative for building # 93.

14. Adjournment- The meeting adjourned at 2:57 p.m.

Next Regular Meeting- February 28, 2018, Clubhouse I, 1:00 p.m.

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

Rita Mastrorocco, Secretary

Monthly Treasurer's Report
For the Month of January, 2018,

Operating Account	
Previous Balance	\$195,063.57
Total Receipts	243,859.82
Total Disbursements	-251,858.82
New Balance	\$187,064.57

1. As of February 16, 2018, we have one (1) account in current arrears.
2. There are tow insurance claims overdue; one for over 90 days.
3. Also attached is the CASH INVESTMENTS Report ending January 31, 2018.

M19B-COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 01/31/2018

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
109,207	109,207	109,207	109,207	0
2,011	1,266	2,011	1,266	745
45	0	45	0	45
5,289	0	5,289	0	5,289
(23,946)	(23,190)	(23,946)	(23,190)	(756)
92,606	87,283	92,606	87,283	5,323
INCOME				
88	82	88	82	(6)
500	500	500	500	0
4,384	4,384	4,384	4,384	0
271	285	271	285	15
900	900	900	900	0
6,142	6,151	6,142	6,151	9
ADMINISTRATIVE EXPENSES				
Common Ownership Fee				
Audit				
01 Insurance Property				
03 Insurance Fidelity				
Property Mgmt Services				
TOTAL ADMINISTRATIVE EXPENSES				
2,498	2,498	2,498	2,498	0
1,544	1,544	1,544	1,544	0
163	163	163	163	0
288	288	288	288	0
337	337	337	337	0
87	87	87	87	0
37	37	37	37	0
413	413	413	413	0
1,663	1,663	1,663	1,663	0
176	176	176	176	0
1,772	7,206	1,772	7,206	5,434
BUILDING EXPENSES				
06 General Maintenance				
01 Elevator Contract				
02 Elevator Overtime				
Pest Control				
05 Sprinkler Contract				
06 Repair Sprinkler, F/A				
07 Fire Marshli, Permit				
10 F/A Inspections				
02 Grounds Landscaping				
Telephone				
TOTAL BUILDING EXPENSES				
10,484	4,620	10,484	4,620	(5,864)
0	(1,240)	0	(1,240)	(1,240)
30,084	24,500	30,084	24,500	(5,584)
0	(1,415)	0	(1,415)	(1,415)
10,412	6,782	10,412	6,782	(3,630)
50,980	33,247	50,980	33,247	(17,733)
UTILITY EXPENSES				
98 Electric Com Area				
96 Electric Pr Yr CA				
99 Electric Master				
97 Electric Pr Yr MM				
99 Water				
TOTAL UTILITY EXPENSES				
0	163	0	163	163
OTHER EXPENSES				
01 Activities				

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 01/31/2018

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
0	212	0	212	212
0	375	0	375	375
182	0	182	0	(182)
165	0	165	0	(165)
122	0	122	0	(122)
122	0	122	0	(122)
4,654	0	4,654	0	(4,654)
45	0	45	0	(45)
5,289	0	5,289	0	(5,289)
64,183	46,979	64,183	46,979	(17,204)
7,006	6,701	7,006	6,701	(305)
2,598	2,610	2,598	2,610	12
2,041	2,187	2,041	2,187	146
(111)	(132)	(111)	(132)	(21)
186	176	186	176	(10)
(297)	(326)	(297)	(326)	(29)
445	171	445	171	(274)
1,452	1,452	1,452	1,452	0
1,670	1,653	1,670	1,653	(17)
6,680	6,759	6,680	6,759	79
1,039	1,068	1,039	1,068	29
5,195	4,932	5,195	4,932	(263)
482	570	482	570	88
928	890	928	890	(38)
260	186	260	186	(74)
111	115	111	115	4
183	183	183	183	0
4,683	4,683	4,683	4,683	0
97	97	97	97	0
1,284	1,284	1,284	1,284	0
0	546	0	546	546
35,932	35,805	35,932	35,805	(127)
4,986	4,555	4,986	4,555	(431)
4,478	4,473	4,478	4,473	(5)

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M19B COUNCIL OF UNIT OWNERS: MUTUAL #19B
 Mutual Revenue And Expense Statement
 01/31/2018

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
371	330	(41)	44 Community Services	371	330	(41)
3,430	3,429	(1)	50 Janitorial	3,430	3,429	(1)
74	63	(11)	52 After Hours	74	63	(11)
0	220	220	100 Salary Adjustment	0	220	220
13,340	13,070	(270)	TOTAL MUTUAL OPERATING	13,340	13,070	(270)
113,454	95,854	(17,600)	TOTAL EXPENSES	113,454	95,854	(17,600)
(20,848)	(8,571)	(12,277)	INCOME/DEFICIT	(20,848)	(8,571)	(12,277)

(15)

MUTUAL 19B
CASH INVESTMENTS
January 31, 2018

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							187,064.57	187,064.57
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	1.25%			148,747.19	81,329.46	13,401.60		243,478.25
100025	B OF I FEDERAL BANK	0.80%			192,594.35				192,594.35
	NEW DOMINION BANK	1.09%			63,578.40	67,986.01	11,095.50		142,659.91
CERTIFICATES OF DEPOSIT									
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	155,691.84				155,691.84
100012	SYNCHRONY BANK	2.00%	52,159.86	01/21/2019	52,188.17				52,188.17
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	101,131.46				101,131.46
100017	EVER BANK	1.60%	100,696.94	10/03/2019	102,851.47				102,851.47
100021	SONA BANK	1.70%	127,308.17	04/16/2020	127,308.17				127,308.17
100022	EVER BANK	2.00%	104,658.29	08/23/2020	105,582.05				105,582.05
100024	FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
				792.14		(3,689.58)	(614.80)	3,512.24	
DUE TO FROM:									
				1,550,193.68		145,625.89	23,882.30	190,576.81	1,910,278.68
TOTAL									

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GENERAL MANAGER'S REPORT

February 20, 2018

COMMUNITY TOPICS

1. Finances –

In the month of January, net operating expenses were approximately \$17,400 over budget.

In January, there were 26 property transfers which contributed \$91,200 in transfer fees.

Field work for the 2017 fiscal year audit has been completed.

Audited surplus of approximately \$12,000.

The Audit Advisory Committee will review the draft report at March 9th meeting.

2. 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 vote on the project.

A second hearing is expected to be scheduled in March or April.

Management has begun presentations to Mutuals in February and will continue through mid-March to address questions/concerns relating to this project. Notice of the presentation is being sent out in advance of the meeting.

3. Recruitment—

New Hires:

Cathy Richards – Assistant Director, Education & Recreation (E&R)

Departures:

Cory Estrain – Showroom Assistant (PPD)

Henrietta McKie – Receptionist (E&R)

Santos Quintanilla – Maintenance Assistant (20B)

Open Positions:

Communications Associate – (Communications)

Customer Service Representative – (PPD)

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)