

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

September 26, 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 July 25, 2018 Meeting
7. Treasurer's Report-
  - A) Approval of Invoices – **(Attachments#1-#7)**
8. New Business/Action Items-
  - A) Insurance Claims- 15311 Beaverbrook Ct. Unit# 90-2B & 15310 Beaverbrook Ct. Unit#89-1C **(Attachments#8-#9)**
  - B) 2019 LW Advisory Committee Membership **(Attachment# 10)**
  - C) Building 93 Report on clogged drain line
  - D) 2019 Holiday Party Expenditures Approval
  - E) E&R Services; Gutter Cleaning **(Attachment# 11)**
9. Unfinished Business –
  - A) PPD Updates
  - B) Mutual Sign Replacement
  - C) President's report on projects suggested by the OC&L/SGH reports
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

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

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 Mr. 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 \$13,904.20 & 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. ~~With no presentation.~~

**Resolution#24, 8/29/18**

*THE COST OF THE AUDIT WILL BE \$4,250  
WITH NO PRESENTATION.*

- 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.

**Resoultion#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.

**Resoultion#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 1<sup>st</sup> 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.

**Resoultion#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- Roberta will contact E&R Services to obtain a proposal and report back to the board.~~

- 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. Mastrorocco 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 27<sup>th</sup> 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<sup>R</sup> 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.

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Rita Mastrorocco, Secretary

Mutual 19B Monthly Treasurer's Report

<b>Balance Forward</b>	8/1/2018	\$169,399		
<b>Total Receipts</b>	August	\$160,136		
<b>Total Disbursements</b>	August	-\$165,113		
<b>Cash Balance</b>	8/31/2018	\$164,421		
<b>Net Operating Expenses</b>	YTD 8/31/18	-\$8,887	Over Budget	
	August 2018	\$5,687	Under Budget	
<b>Replacement Reserve</b>	8/31/2018	\$1,616,250		
<b>Maintenance Reserve</b>		\$154,666		
<b>Insurance Deductible Reserve</b>		\$25,555		
<b>Cash Balance</b>		\$163,978		
<b>Total</b>		\$1,960,450		
<b>Delinquent Report - Sep. 18, 2018</b>	5 accounts have late monthly assessments incurring late charges but are less than 30 days old			
	30 day delinquent column is 0			
	60 day delinquent column is 0			
	90 day delinquent column is an insurance claim of \$344.93 from 7/31/17			









MUTUAL 19B  
CASH INVESTMENTS  
August 31, 2018

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							164,421.02	164,421.02
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
100003 ACCESS NATIONAL BANK	1.49%	150,098.49		150,098.49	81,982.77	13,510.30		245,591.56
100025 B OF I FEDERAL BANK	1.66%	229,340.14		229,340.14				229,340.14
100025 NEW DOMINION BANK	1.30%	86,732.70		86,732.70	72,873.22	12,044.58		171,650.50
<b>CERTIFICATES OF DEPOSIT</b>								
100023 PACIFIC NATIONAL BANK	1.59%	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	1.44%	153,278.59	12/22/2018	156,999.45				156,999.45
100012 SYNCHRONY BANK	1.98%	52,159.86	01/21/2019	52,791.80				52,791.80
100019 BANK OF THE OZARKS	1.99%	150,000.00	03/25/2019	150,000.00				150,000.00
100020 REVERE BANK	1.49%	100,003.29	04/12/2019	102,009.87				102,009.87
100017 TIAA BANK *	1.59%	100,696.94	10/03/2019	103,805.69				103,805.69
100021 SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022 TIAA BANK *	1.98%	104,658.29	08/23/2020	106,803.25				106,803.25
100024 FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
				632.33	(189.58)	0.00	(442.75)	
<b>TOTAL</b>				<b>1,616,250.33</b>	<b>154,666.41</b>	<b>25,554.88</b>	<b>163,978.27</b>	<b>1,960,449.89</b>

\* Starting 6/5/2018 Ever Bank changed to TIAA Bank

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

September 26, 2018

**INVOICES FOR APPROVAL**

- 1) LW PPD, Invoice#139253 (Dated 08/29/18... \$ 3,904.00 **(Attachment#1)**  
Bldg.# 89,15310 Beaverbrook Ct.; Paint Touch Up project.
- 2) LW PPD, Invoice#137884 (Dated 08/13/18) ..... \$ 3,983.46 **(Attachment# 2)**  
Bldg.#91, 15210 Elkridge Way; Paint Touch up project
- 3) LW PPD, Invoice# 139167 (Dated 08/29/18) ..... \$ 2,984.58 **(Attachment# 3)**  
Bldg.#90, 15311 Beaverbrook Ct., Paint Touch Up project
- 4) Dynalectric Company, Invoice# 25323 (Dated 09/11/18) ..... \$ 330.00 **(Attachment# 4)**  
All seven buildings; call for troubles with fire alarm systems due to power outage affecting mutual buildings
- 5) Dynalectric Company, Invoice#23963 (Dated 09/13/18) ..... \$5,407.00 **(Attachment# 5)**  
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
- 6) McFall & Berry, Invoice#IN200990 (Dated 09/17/18) ..... \$2,870.00 **(Attachment# 6)**  
Tree maintenance @ Elkridge Way & Beaverbrook Ct.; see attachment listing.
- 7) McFall & Berry, Invoice#IN200927 (Dated 09/10/18) ..... \$8,600.00 **(Attachment# 7)**  
Tree maintenance @ 15310 Beaverbrook Ct.; see attachment listing.

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**INSURANCE CLAIM FOR APPROVAL**

- 8) Leisure World, Invoice# 4997 (Dated 09/6/18) ..... \$ 4,542.54 **(Attachment# 8)**  
Insurance Claim, Bldg. #90-2B, (Date of Occurrence 07/25/18)  
Leak underneath the kitchen sink
- 9) 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  
\_\_\_\_\_.

## GENERAL MANAGER'S REPORT

September 7, 2018

### COMMUNITY TOPICS

1. Finances –

Financial statements for the period ending August 31, 2018 are expected to be published on 9/14/18. Estimated surplus for the month of approximately \$10,000.

As of July 31, 2018, year-to date net operating expenses are \$2,200 under budget.

In the month of August, there were 40 property transfers which contributed \$146,300 in transfer fees.

2. Management & Operating Agreements –

The 2019 Management & Operating Agreements will be released to individual mutuals in September.

3. 2019 Advisory Committee Application –

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

4. 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 another individual challenging the legality of Leisure World Community Corporation; similar to the claims made in the class action lawsuit.

5. Meeting Changes –

Due to religious holidays during the month of September, please be advised that there may be changes to regularly scheduled community meetings. Please review the calendar posted on the resident portal at residents.lwmc.com for more details and to confirm meeting dates/times.

6. Recruitment—

**New Hires:**

India Cox – Administrative Assistant, (M24)

Robert Ellis –Golf Course Technician II, (Golf)

**Departures:**

Savannah Alas-Roque – Security Guard, (S&T)

Scott Wagner – Director of Golf, (Golf)

Lawrence Faust – Evening Maintenance Technician, (PPD)

Kira Henin – Security Guard, (S&T)

**Open Positions:**

HVAC Service Technician - (PPD)

Service Plumber – (PPD)

Security Guard – (S&T)

Shuttle Bus Driver - (S&T)

Supplemental Transportation Driver – (S&T)