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.
- Approval of the Agenda The agenda was approved as amended: Under New Business: add D-Mutual Sign Replacements
- 3. <u>Unit Owners Open Forum-</u> 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. <u>General Manager's Report</u> The General Manager's Report was presented by Mr. Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
- 6. <u>Approval of Minutes of July 25, 2018</u> The Minutes of the regular meeting held July 25, 2018 were approved as presented.
- 7. <u>Treasurer's Report- Mr. Gervais reported that that the Mutual has a balance of \$168,043.02 for the beginning of July.</u> 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) <u>Payment of Invoices</u>— 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

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) <u>Signal Financial</u>; <u>Open Operating Account</u>— 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) <u>Malvin, Riggins & Company 2018 Audit-</u> 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.

Resoultion#24, 8/29/18

THE COST OF THE ANDIT WILL BE 44,250, WITH NO PROSENTATION.

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. <u>Insurance Claims- 15300 Beaverbrook Ct. Unit#88-2J & 15311 Beaverbrook Ct. Unit#90-3D</u>—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.

Resoultion#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.

Resoultion#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.

Resoultion#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. <u>M19B Sign Replacements</u> After Board discussion, all agreed to postpone until the September meeting to gather further information.
- A. <u>ABMs-15301 Beaverbrook Ct. Unit#3E & 15201 Elkridge Way Unit#1A-</u> 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 1st 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. <u>M19 Budget Process-</u> 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. <u>Proposed projects from the Engineers</u>-Roberta will contact E&R Services to obtain a proposal and report back to the board.
- D. <u>E&R window Cleaning Proposal</u>- 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 27th 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 repot at this time.
- 11. <u>Building Representatives</u> 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.

Rita Mastrorocco, Secretary

| | Mutual 19 | 3 Monthly Tre | easurer's Report | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------|
| Balance Forward | 8/1/2018 | \$169,399 | | |
| Total Receipts | August | \$160,136 | | |
| Total Disbursements | August | <u>-\$165,113</u> | | *************************************** |
| Cash Balance | 8/31/2018 | \$164,421 | | |
| Net Operating Expenses | YTD 8/31/18 | -\$8,887 | Over Budget | |
| | August 2018 | \$5,687 | Under Budget | |
| | | | | |
| Replacement Reserve | 8/31/2018 | \$1,616,250 | | |
| Maintenance Reserve | | \$154,666 | | |
| Insurance Deductible Reserve | | \$25,555 | | |
| Cash Balance | | <u>\$163.978</u> | | *************************************** |
| Total | | \$1,960,450 | | |
| | | | | |
| Delinquent Report - Sep. 18, 2018 | | | ssessments incurring late charges but are less than 30 days ok | . |
| | 30 day delinque | and a contrast of | | |
| | the state of the s | the same of the first of the same of the s | insurance claim of \$344.93 from 7/31/17 | |
| English the second particular and the second | | | | |

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

| VARIANCE | 0 7,696 255 125 97,780 (7,700) | 98,156 | (2) 350 94 109 0 (597) | (46) | (8,051) (3) (1,794) (1,330) 1,613 7,4 (3,236) (95) 3,332 1,420 (8,070) | (6,024) 3,282 (6,871) 7,031 | (7,593) |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------|
| YTD BUDGET | 873,656 10,170 0 0 0 0 0 (185,506) | 698,320 | 698 4,500 35,160 2,280 7,200 | 49,838 | 19,949 12,352 1,332 2,332 2,668 668 3,332 1,408 57,641 | (6,024) 119,000 (6,871) 70,087 | 198,632 |
| YTD ACTUAL | 873,656 17,866 255 125 97,780 (193,206) | 796,476 | 700 4,150 35,066 2,171 7,200 597 | 49,884 | 28,000 12,355 3,126 1,330 2,594 3,904 3,904 11,912 1,408 65,711 | 115,718 0 63,056 | 206,225 |
| | INCOME Assessments Interest Income Late Fees Pet Registration Fee Transfers From Funded Reser Transfers To Funded Reserve | TOTAL INCOME | ADMINISTRATIVE EXPENSES Common Ownership Fee Audit 01 Insurance Property 03 Insurance Fidelity Property Mgmt Services Miscellaneous | TOTAL ADMINISTRATIVE EXPENS | BUILDING EXPENSES 06 General Maintenance 01 Elevator Contract 02 Elevator Overtime 03 Elevator Inspections Pest Control 05 Sprinkler Contract 06 Repair Sprinkler, F/A 07 Fire Marshll, Permit 10 F/A Inspections 02 Grounds Landscaping Telephone TOTAL BUILDING EXPENSES UTILITY EXPENSES 98 Electric Com Area | 96 Electric Pr Yr CA 99 Electric Master 97 Electric Pr Yr MM 99 Water | TOTAL UTILITY EXPENSES |
| | 5110 5111 5114 5125 5200 5800 | | 6112 6115 6118 6118 6120 6125 | | 6204 6204 6204 6204 6209 6211 6211 6211 6214 6224 | 6301 6301 6303 6303 | |
| VARIANCE | 1,255 15 125 40,996 (1,254) | 41,137 | 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 108 | (1,007) 0 167 0 292 333 (2,062) 33 417 511 (1,316) | (532) 3,367 (606) 2,788 | 6,102 |
| MONTHLY BUDGET | 109,207 1,272 0 0 0 0 (23,188) | 87,291 | 88 0 4,472 285 900 | 5,745 | 2,493 1,544 167 0 292 333 83 33 417 1,667 7,205 | (532) 10,500 (606) 12,435 | 23,777 |
| CURRENT PERIOD ACTUAL | 109,207 2,527 15 125 40,996 (24,442) | 128,428 | 88 0 0 4,378 272 900 0 | 5,637 | 3,500 1,544 0 0 2,145 1,156 1,156 8,521 | 7,133 0 9,647 | 17,675 |

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

| | BUDGEI | VARIANCE | | | ACTUAL | BUDGET | VARIANCE |
|--------------|------------|-----------|--------------|---------------------------------------------|------------------------|---------------------------------------|---------------|
| 00 | 167 208 | 167 | 6401 6403 | OTHER EXPENSES 01 Activities Bad Debt | 008 | 1,332 | 1,032 |
| 0 | 0 | 0 | 6404 | Disposition LWCC Sur | 418 | 0 | (418) |
| 0 | 375 | 375 | | TOTAL OTHER EXPENSES RESERVE EXPENSES | 718 | 3,000 | 2,282 |
| 38,945 | 0 | (38,945) | 0069 | 04 RR Patio Doors | 47,529 | 0 | (47,529) |
| 0 C | 0 0 | 0 0 | 0069 | 05 RR Painting no RR Flectrical | 4,535 | 00 | (4,535) |
| 0 | 0 | 0 | 0069 | 12 RR Plumbing | 2,390 | 0 | (2,390) |
| 605 | 0 | (605) | 0069 | MR | 2,941 | 0 | (2,941) |
| 0 0 | 00 | 0 | 0069 | 04 MR Drainage | 16,463 | 0 0 | (16,463) |
| 007 | 0 0 | (200) | 0000 | 03 MR Past Control | 2,043 2,045 | o c | (2,043) |
| 0 | 0 | 0 | 0069 | AR F | 1,658 | 0 | (1,658) |
| 75 | 0 | (75) | 0069 | A R | 552 | 0 | (552) |
| 521 | 0 | (521) | 0069 | 10 MR Other | 3,832 | 0 | (3,832) |
| 590 | 0 | (280) | 0069 | 12 MR Building Maint | 6,827 | o (| (6,827) |
| 00 | 0 0 | 0 0 | 0069 | 24 MR Doors & Windows | 45 77 | > C | (45) (45) |
| 00 | | 0 | 0069 | 님 | 4,346 | 0 | (4,346) |
| 40,996 | 0 | (40,996) | | TOTAL RESERVE EXPENSES | 97,780 | 0 | (97,780) |
| | | | | | | | |
| 72,829 | 37,102 | (35,727) | | TOTAL OPERATING EXPENSES | 420,317 | 309,111 | (111,206) |
| | | | | COMMUNITY FACILITIES | | (((((((((((((((((((| |
| 6,897 | 6,701 | (196) | 7100 | 10 Administration | 54,188 | 53,608 | (580) |
| 2,412 | 2,608 | 196 | 7100 | 20 Education & Recreation | 20,336 | 20,866 | 530 300 |
| 2,227 | 2,186 | (41) | 7100 | 21 Club House II | 16,699 | 17,489 | 780 |
| (111) | (130) | (19) | 7100 | 22 LW News | (891) | (1,042) | (131) |
| 186 | 181 | () () | 2100 | 25 Food Service | +0+,- | 2 f t c | (14) |
| (223) | (330) | (107) | 7100 | 30 Medical Center | (1,930) | (2,636) | (70e) (12) |
| 1 451 | 1.451 | 2 | 7100 | 41 Grounds | 11,609 | 11,609 | 0 |
| 1,781 | 1,655 | (126) | 7100 | 43 Trash | 13,767 | 13,238 | (253) |
| 6,754 | 6,760 | 9 | 7100 | 58 TV | 53,957 | 54,079 | 122 |
| 1,113 | 1,069 | (44) | 7100 | 60 Transportation | 060'8 | 8,551 | 461 |
| 4,824 | 4,933 | 109 13 | 7100 | 65 Security | 38,964 | 38,403 1 7 7 3 | 499 171 |
| 55/ 1 039 | 209 805 | 12 | 100 | 70 Street Lignts 80 Golf Course | 4,37 <i>9</i> 7,051 | 4,000 7.155 | 104 |
| 600'1 | Cao | 7 | | oo con se | - 22- | 2 | - |

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2018

3701 Rossmoor Blvd. Silver Spring MD 20906

| VARIANCE | 372 0 0 0 0 4,368 | 5,188 | (2,161) (5) 205 205 (1) (795) 1,732 (1,025) (107,043) (8,887) |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YTD BUDGET | 892 1,478 37,464 741 10,265 4,368 | 286,440 | 36,405 35,819 2,654 27,439 504 1,732 104,553 (1,784) |
| ACTUAL | 520 1,478 37,464 741 10,265 | 281,252 | 38,566 35,824 2,449 27,440 1,299 0 105,578 (10,671) |
| | 85 Comm Call System 90 Snow Reserve 92 Prop Maint Rsv 93 Contg Rsv 95 Repl Rsv 98 Salary Adjustment | TOTAL COMMUNITY FACILITIES | MUTUAL OPERATING 10 Administration 41 Grounds 44 Community Services 50 Janitorial 52 After Hours 100 Salary Adjustment TOTAL MUTUAL OPERATING TOTAL EXPENSES INCOME/DEFICIT |
| | 7100 7100 7100 7100 7100 | | 7600 7600 7600 7600 7600 |
| VARIANCE | 74 0 0 0 0 546 | 433 | (358) 0 35 0 (48) 216 (156) (35,450) 5,687 |
| BUDGET | 111 185 4,683 92 1,283 546 | 35,805 | 4,550 4,478 332 3,430 63 216 13,069 1,315 |
| CURRENT PERIOD ACTUAL | 37 185 4,683 92 1,283 | 35,372 | 4,908 4,478 297 3,430 111 0 13,225 7,002 |

MUTUAL 19B CASH INVESTMENTS August 31, 2018

| | INSTITUTION | YIELD RATE | PAR VALUE | MATURITY DATE | REPLACEMENT RESERVE | MAINTENANCE RESERVE | INS DEDUCTIBLE RESERVE | OTHER | TOTAL |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|------------|-------------------------------------------------------------------------------------------------------------|
| UNALLOC | UNALLOCATED FUNDS: | | | | | | | | |
| ~ | BANK OF AMERICA | | | | | | | 164,421.02 | 164,421.02 |
| ALLOCAT | ALLOCATED FUNDS: | | • | | | | | | |
| 100003 E | MONEY MARKETS ACCESS NATIONAL BANK B OF I FEDERAL BANK NEW DOMINION BANK | 1.49% 1.66% 1.30% | | | 150,098.49 229,340.14 86,732.70 | 81,982.77 | 13,510.30 | | 245,591.56 229,340.14 171,650.50 |
| 100023 100014 100018 100012 100019 100020 100021 100021 100021 | CERTIFICATES OF DEPOSIT PACIFIC NATIONAL BANK FIRST INTERNET BANK SYNCHRONY BANK SYNCHRONY BANK BANK OF THE OZARKS REVERE BANK TIAA BANK TIAA BANK TIAA BANK FIRST INTERNET RANK | 1.59% 1.35% 1.98% 1.99% 1.59% 1.59% 1.70% 1.70% | 100,000.00 150,000.00 153,278.59 52,159.86 150,000.00 100,696.94 127,308.17 104,658.29 | 09/25/2018 11/07/2018 12/22/2018 01/21/2019 03/25/2019 04/12/2019 10/03/2019 04/18/2020 | 100,000.00 154,728.44 156,999.45 52,791.80 150,000.00 102,009.87 103,805.69 127,308.17 | | | | 100,000.00 154,728.44 156,999.45 52,791.80 150,000.00 102,009.87 103,805.69 127,308.17 |
| | DUE TO FROM: | | | | 632.33 | (189.58) | 0.00 | (442.75) | 5 |
| TOTAL | | | | I | 1,616,250.33 | 154,666.41 | 25,554.88 | 163,978.27 | 1,960,449.89 |

* 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. |
| | 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 31st. 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)