

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

May 30, 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 April 28, 2018 Meeting
7. Treasurer's Report-
 - A) Approval of Invoices (**Attachments# 1-6**)
 - B) Insurance Claim- 15310 Beaverbrook Ct. Unit 2G (**Attachment# 7**)
8. New Business/Action Items-
 - A) Explore Property Manager Agreement with Mutual 19A; President Status Report
 - B) Dorma Contract; Preventative Maintenance Program \$2,275.00 (**Attachment# 8**)
 - C) Prospective Buyer Request for Two Pets - Mutual 19B (**Attachment# 9**)
 - D) McFall & Berry
 - E) Bldg.# 89- Utility Room Door Lock Replacement \$275.00
9. Unfinished Business –
 - A) Picnic Grove
 - B) Noise Complaint; 15310 Beaverbrook Ct.
 - C) Proposals for Window Cleaning Status
 - D) M19B Paint Touch-Up Status
 - E) PPD Updates
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment

Next Regular Meeting - June 27, 2018, Sullivan Room, 1:00 p.m.

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

April 25, 2018

Sullivan Room, Administration Building – 1:00 P.M.

Res. #91- #95

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, April 25, 2018 at 1:00 p.m.

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

Management: Thomas Snyder, Asst. GM for Fac. & Serv.; Brenda Callejas, Assistant Director of Accounting; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Cynthia Williams, Marion Bedell, Marion Rosenburg, Kristin Doherty, Jude Howard, Larry Damsky, Virginia Austin, Clayton Lewis, Laura Rittenberg, Jane Gervais, Connie Costa

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 as presented.
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 March 28, 2018 – The Minutes of the regular meeting held March 28, 2018 were approved as presented.
5. Treasurer’s Report- Mr. Dunn reported that that the Mutual has a balance of \$153,200.36 in the checking account. There were disbursements of \$149,963.72 & total receipts of \$126,232.39. There is one account in arrears of current condo fees.
 - Payment of Invoices– Upon motion duly made and seconded, the Board approved payment of the following invoices:
 - 1) Mutual 19B Board of Directors approved payment of \$1,400.00 to Malvin, Riggins & Company, P.C., Invoice #1000072391, (dated 03/31/18); for services rendered for LW M19B billing progress in connection with annual audited financial statements and related tax returns, to include conference as required.
 - 2) Mutual 19B Board of Directors approved of \$4,534.74 to LW PPD, Invoice # 130144, (dated 4/16/18); for paint touch up and repairs at 15301 Beaverbrook Ct. & 15201 Elkrigde Way. Bldgs. # 92 & # 93.

- 3) Mutual 19B Board of Directors approved payment of \$16,462.50 to O'Connell & Lawrence, Inc. Invoice # 30867, (dated 4/4/2018) for professional services provided for the period of: 2/19/2018-3/25/2018.

Resolution # 91, 4/25/2018

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

Mutual 19B Board of Directors made a motion to authorize the Leisure World Accounting staff to redeem and invest the entire proceeds of the maturing Bank of the Ozarks CD maturing on 4/25/18 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution # 92, 4/25/2018

6. New Business-

- A. Audit Report – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors accept the 2017 Audit as presented by Brenda Callejas; Assistant Director of Accounting for Leisure World of Maryland Corporation.

Resolution # 93, 4/25/2018

- B. PPD Proposal – Refinish 2 Benches for \$600 – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the LW PPD Proposal (Dated 3/30/18) & payment of \$300/per bench to have them picked up from their location within the Mutual, power wash, perform light sanding in attempts to smooth surfaces, application of teak oil, application of sealant, and bench will be returned to original location within the Mutual.

Resolution #94, 4/25/2018

- C. H&H Concrete Construction, Inc. Proposal for \$1,026.00 to remove and replace 108 square feet concrete sidewalk at Building # 92 – After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the H&H Concrete service proposal #181413 (dated 4/8/18) & payment in the amount of \$1,026.00 to remove and replace 108 square feet concrete sidewalk at 15301 Beaverbrook Court, Building # 92.

Resolution #95, 4/25/2018

- D. Continuation of Painting Touchup – The Board approved for PPD to move forward with the remaining five buildings, also asking PPD to provide a time line of when each building will begin and end.

- E. Request proposals for Window Cleaning – Roberta will seek out proposals.
 - F. Explore Property Manager Agreement with Mutual 19A – After discussion, the Board will reach out to LW Management on options.
 - G. Adcock’s Trapping Service- Board agreed to postpone proposals that were submitted.
7. Unfinished Business – Update Reports.
8. Leisure World Board of Directors – Mr. Gervais reported the Board: (1) Accepted the Trust Audit. (2) Approved the transferring the \$12,208 surplus to the Contingency Fund, and. (3) Approved a resolution that defers funding of the gate access software and requesting the Security & Transportation Advisory Committee provide information on the operational impact and technical aspect.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation – Mr. Damsky stated a presentation for the traffic flow site plan was given. The “On Patrol” column will be back in the LW News. No change in the bus schedule fees. A hazardous waste email was sent to Montgomery County and a citation was given.
 - B. Restaurant – Ms. Mastrorocco reported: (1) LW first quarter deficit was \$39K; (2) Expenses were in accordance with budget; (3) Discussion on the CPAC and S&T proposals about new parking lot; (4) Restaurant Committee abstained for making a decision on the two proposals; (5) Meeting was scheduled for April 19th to iron out problems of traffic flow for the upper parking lot; (6) New health inspection was held after receiving complaint, all issues were corrected; (7) The last Wednesday of every month will have live entertainment in the Clubhouse Grille; (8) Perrie is reevaluating the idea for Passover Seder; they will no longer do the religious service, but concentrate on food service; (9) Perrie will be hiring a banquet manager that will deal only with banquets; and (10) Perrie will be looking into getting chafing dishes with the sliding lids that go under or to the side of the dish, restaurant advisory committee will pay for them.
 - C. Education & Recreation – Mrs. Lazar reported: (1) Ray Desir was introduced as the new interim, Assistant Director of Communications, Education and Recreation. (2) Open meeting will be held on April 19th at 9:30am in Clubhouse I to review various suggestions for the new proposed parking lot, especially looking at “traffic flow”. (3) The LW Board will be looking for other locations for Bocce Ball and Shuffle Board. (4) The Fitness center trainer’s contract has been renewed for three years, they will have extra hours added each week. (5) The 2019 Budget will be set soon.
 - D. Physical Properties Department – No report at this time.
 - E. Health – Mr. Lederman reported for Mrs. Lederman: (1) “**Drug Take Back Day**” will be Saturday; April 28, 2018, 10am-2pm. (2) LWMC pharmacy has Green drug bin for drugs only- no sharpies. (3) “**Health Fair**” in Clubhouse I on Thursday, May 24th from 10-2pm. (3) Family and Nursing Case agency, now housed in the LWMC bldg. has RN’s, CNA’s and homemaker services with very qualified people. Social Worker helps with non-medical follow up as needed. (4) High rise mutual get to decide by their board voting re: installing carbon monoxide detectors-

the cost is paid for by the mutual. As per Mr. Flannery, the building is all up to code. (5) The Mental Health sub-committee is sponsoring a Self-Care Panel program on May 15 and a sleep program on June 29. (6) Two new volunteers (retired RN's) now insuring that there are 4 people there to do BP's on 2nd Tuesday's in each month 9-11 am in Clubhouse I.

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

G. Landscape- Ms. Gervais's reported: (1) Two scarlet oak trees will be planted in Daffodil Park to replace tree that has been removed. (2) The rear pool patio at Club House II will have a variety of new plantings including azaleas and hydrangeas. (3) In the Pollinator Park the azaleas died from the early cold snap and dry winter, three Korean Spice Viburnum are proposed as a replacement. (4) On Friday, April 27, 2018, at 10am at Daffodil Park near club House I, the Environmental and Garden Club will celebrate "*ARBOR DAY*".

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 4:05 p.m.

Next Regular Meeting – May 30, 2018, Sullivan Room, 1:00 p.m.

Annual Meeting – May 2, 2018, Chesapeake Room, 2:00 p.m., Clubhouse I

Rita Mastrorocco, Secretary

Mutual 19B Monthly Treasurer's Report

Balance Forward	4/1/2018		\$153,200			
Total Receipts	April		\$105,068			
Total Disbursements	April		<u>-\$100,768</u>			
Cash Balance	4/30/2018		\$157,500			
Net Operating Expenses	YTD 2018	-\$24,516	April	-\$18,763	Over Budget	
Utility Expenses Compared To Budget	YTD 2018	-\$28,637	April	-\$10,860	Over Budget	
Income Compared To Budget	YTD 2018	\$38,094	April	\$13,293	Over Budget	
Current Surplus/Deficit	YTD 2018	-\$32,935	YTD Budget	-\$8,419	-\$24,516	Variance
Replacement Reserve	4/30/2018	\$1,597,559	3/31/2018	\$1,584,736		
Maintenance Reserve		\$138,391		\$141,316		
Insurance Deductible Reserve		\$22,928		\$22,072		
Cash Balance		\$170,272		\$153,494		
Total		\$1,929,150		\$1,901,618		

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
 04/30/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	INCOME	ADMINISTRATIVE EXPENSES	TOTAL ADMINISTRATIVE EXPENSES	BUILDING EXPENSES	UTILITY EXPENSES	TOTAL UTILITY EXPENSES	OTHER EXPENSES	YTD	YTD	VARIANCE
ACTUAL	BUDGET									ACTUAL	BUDGET	
109,207	109,207	0	5110							436,828	436,828	0
2,118	1,272	846	5111							8,180	5,082	3,098
15	0	15	5114							75	0	75
13,277	0	13,277	5200							38,027	0	38,027
<u>(24,033)</u>	<u>(23,188)</u>	<u>(845)</u>	5800							<u>(95,860)</u>	<u>(92,754)</u>	<u>(3,106)</u>
100,584	87,291	13,293								387,250	349,156	38,094
88	88	1	6112							350	346	(4)
1,400	2,000	600	6115							4,150	4,500	350
4,384	4,384	0	6118							17,536	17,536	0
272	285	14	6118							1,085	1,140	55
900	900	0	6120							3,600	3,600	0
263	0	(263)	6125							478	0	(478)
7,306	7,657	352								27,199	27,122	(77)
14,000	2,493	(11,507)								14,000	9,977	(4,023)
1,544	1,544	0	6202							6,178	6,176	(2)
90	167	77	6204							1,600	664	(936)
51	292	241	6209							360	1,164	804
751	333	(418)	6211							1,843	1,336	(507)
0	83	83	6211							507	336	(171)
0	33	33	6211							0	136	136
0	417	417	6211							0	1,664	1,664
0	1,667	1,667	6214							1,770	6,664	4,894
176	176	0	6224							704	704	0
16,613	7,205	(9,408)								26,961	28,821	1,860
4,283	2,310	(1,973)								23,447	13,530	(9,917)
0	(620)	(620)	6301							0	(3,632)	(3,632)
16,522	12,250	(4,272)	6301							83,166	71,750	(11,416)
0	(707)	(707)	6301							0	(4,144)	(4,144)
10,071	6,783	(3,288)	6303							26,660	27,131	471
30,876	20,016	(10,860)								133,272	104,635	(28,637)

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 04/30/2018

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
300	167	300	664	(133)	664	364
0	208	0	836	208	836	836
300	375	300	1,500	75	1,500	1,200
4,535	0	4,535	0	(4,535)	0	(4,535)
269	0	1,483	0	(269)	0	(1,483)
16,463	0	16,463	0	(16,463)	0	(16,463)
223	0	1,519	0	(223)	0	(1,519)
1,450	0	1,925	0	(1,450)	0	(1,925)
0	0	122	0	0	0	(122)
0	0	251	0	0	0	(251)
0	0	2,832	0	0	0	(2,832)
(9,706)	0	5,285	0	9,706	0	(5,285)
0	0	45	0	0	0	(45)
45	0	45	0	(45)	0	(45)
0	0	3,523	0	0	0	(3,523)
13,277	0	38,027	0	(13,277)	0	(38,027)
68,372	35,253	225,760	162,078	(33,119)	162,078	(63,682)
6,568	6,701	27,477	26,804	133	26,804	(673)
2,523	2,608	10,131	10,434	85	10,434	303
1,930	2,186	8,350	8,745	256	8,745	395
(111)	(130)	(445)	(522)	(19)	(522)	(77)
186	181	742	719	(5)	719	(23)
(223)	(330)	(1,039)	(1,316)	(107)	(1,316)	(277)
297	170	1,373	681	(127)	681	(692)
1,451	1,451	5,805	5,805	0	5,805	0
1,670	1,655	6,680	6,618	(15)	6,618	(62)
6,754	6,760	26,941	27,039	6	27,039	98
965	1,069	4,082	4,275	104	4,275	193
4,824	4,933	19,668	19,731	109	19,731	63
557	569	2,152	2,277	12	2,277	125
891	895	3,340	3,575	4	3,575	235
186	187	965	747	1	747	(218)
37	111	371	448	74	448	77
185	185	738	738	0	738	0
4,683	4,683	18,732	18,732	0	18,732	0
92	92	373	373	0	373	0
1,283	1,283	5,133	5,133	0	5,133	0

(4)

MUTUAL 19B
CASH INVESTMENTS
April 30, 2018

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
157,500.28							157,500.28	
ALLOCATED FUNDS:								
MONEY MARKETS								
100003	1.25%	149,353.35		81,575.78	13,443.24		244,372.37	
100003	1.01%	193,035.97					193,035.97	
100025	1.31%	111,726.65		66,459.57	9,485.05		187,671.27	
CERTIFICATES OF DEPOSIT								
100023	1.60%	100,000.00	09/25/2018	100,000.00			100,000.00	
100014	1.35%	150,000.00	11/07/2018	154,728.44			154,728.44	
100018	1.45%	153,278.59	12/22/2018	156,245.62			156,245.62	
100012	2.00%	52,159.86	01/21/2019	52,440.73			52,440.73	
100019	2.01%	150,000.00	03/25/2019	150,000.00			150,000.00	
100020	1.50%	100,003.29	04/12/2019	101,503.44			101,503.44	
100017	1.60%	100,696.94	10/03/2019	103,250.99			103,250.99	
100021	1.70%	127,308.17	04/18/2020	127,308.17			127,308.17	
100022	2.00%	104,658.29	08/23/2020	106,093.01			106,093.01	
100024	1.94%	95,000.00	09/18/2020	95,000.00			95,000.00	
DUE TO FROM:								
		(3,126.97)		(9,644.75)	0.00		12,771.72	
TOTAL		1,597,559.40		138,390.60	22,928.29		170,272.00	1,929,150.29

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GENERAL MANAGER'S REPORT

May 4, 2018

COMMUNITY TOPICS

1. Finances –

Financial statements for the period ending April 30, 2018 are expected to be published the week of 05/14/2018.

In the month of April, there were 29 property transfers which contributed \$109,000 in transfer fees.

2. MNCPPC Planning Board Hearing—

We anticipate the LWCC Board of Directors will act on the revised site plan at their regularly scheduled May Board of Directors Meeting.

The revised plan will then be sent to the staff at the MNCPPC Planning Board for review.

3. Survey: Internet/Broadband Services—

Management is developing a timeline for conducting a community-wide survey. Information regarding the survey will be published in the Leisure World News prior to distribution.

4. Broadband Internet Consultant Forum: May 18, 2018—

Consulting Firm Columbia Telecommunications Corporation (CTC) is holding three forums regarding broadband internet service on Friday, May 18th at 10:30am, 2:00pm and 4:30pm in the Crystal Ballroom (Clubhouse I). CTC representatives will be on hand to provide their expertise on broadband services and providers, and answer residents' questions.

5. 2019 Budget—

Management will be reviewing preliminary assumptions with the Budget & Finance Advisory Committee in preparation for 2019 Budget preparation.

6. PPD Call Center Hours of Operation—

Management has been reviewing data related to incoming calls at the PPD Call Center over the past two months in an effort to improve customer service. Beginning Monday, May 21, 2018, the Call Center will be closed daily from 12:00pm to 1:00pm.

7. Health Fair—

The Annual Health Fair will be held on May 24th from 10am to 1pm in the Crystal Ballroom (Clubhouse I).

8. Safety Improvements: MD 28 from MD 97 to Bailey's Lane—

Management has received notification from Montgomery County Planning Department regarding a mandatory referral has been filed by MDOT-SHA to construct sidewalk along the south side of MD 28 between MD 97 and Bailey's Lane and to construct a traffic signal on MD 28 at Bailey's Lane/Norbeck Park. A hearing has been scheduled for May 17, 2018 regarding this proposed plan.

9. Upcoming Public Relations Event—

We are excited to announce that Leisure World will be featured on a segment during WTTG Fox 5 Morning Show on Friday, June 29th!

10. Recruitment—

New Hires:

Wayne Bain – Service Plumber, (PPD)
Sharon Coleman – Receptionist, (E&R)
Kiara Hayes – Security Guard, (S&T)
Stanley Koh – Administrative Assistant, (E&R)
Clinton Mua – Shuttle Bus Driver, (S&T)
Ashley Njie – Security Guard, (S&T)

Departures:

Francisca Ortiz – Accounting Clerk, (Accounting)
Vynette Hodges – Security Guard, (S&T)
Willie Maddox – HVAC Technician, (PPD)
LaKiyah Boyd – Security Guard, (S&T)

Open Positions:

Administrative Assistant – (20A & 6C)
Assistant Project Manager – (PPD)
Maintenance Assistant (Temporary) – (20A)
Postal Clerk (Temporary) – (Admin)
Golf Course Technician (Seasonal) – (Golf)
HVAC Service Technician - (PPD)
Security Guard – (S&T)
Service Plumber – Plumbing - PPD
Shuttle Bus Driver - (S&T)
Sanitation/Recycle Driver – (PPD)
Supplemental Transportation Driver – (S&T)