

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.

WEDNESDAY, JUNE 30, 2021 – 1:00 P.M.

VIA ZOOM

Meeting ID: 839 3029 5861 Passcode: 3555 DIAL-IN: 301-715-8592

AGENDA

***\*Members will have an opportunity to comment on agenda items on which an action will be taken  
with a five-minute Unit Owner and Residents Open Forum Session\****

	<u>Page No.</u>
1. Call to Order (Dunn, Benefiel, Gervais, Mastrococco, Goldsborough, Lewis, Barr)	
2. Approval of the Agenda	
3. General Manager's Report ( <b>Attachment</b> )	
4. Approval of Minutes – May 26, 2021, Board Meeting Minutes ( <b>Attachment</b> )	1-4
5. Approval of Minutes – May 26, 2021, Closed Session Minutes ( <b>Attachment</b> )	5-6
6. Unit Owners and Residents Open Forum	
7. Treasurer's Report	
a. Invoices ( <b>Attachment</b> )	7-14
8. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Bylaw Amendments – Schedule Special Meeting NEW Date/Cover Letter	
c. Elevator Replacement Plan	
d. Bench Grading Proposal	
e. Cutting Grass at Bldg. #91	
f. Dynalectric follow-up of water cut off issues	
g. Status of Helen Smith Insurance Claim - Bldg. #93-1J	
h. Status of Trash Door Replacement (Bldg. #90)	
9. New Business –	
a. Reserve Study Proposal ( <b>Attachment</b> )	15-26
b. Status of the Rebuilding of Building 91	
c. Approve Holiday Party date, Friday, Dec. 10 from 5:00 to 9:00	
d. Window Washing Proposal	
e. Members in Good Standing Issues (Bldg. #91)	
10. Correspondence	

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11. Leisure World Board of Directors and Advisory Committee Reports
12. Building Representatives
13. Annual Meeting Date – Wednesday, July 28, 2021 – 1:00 P.M.
14. Adjournment

REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B  
CONDOMINIUM OF ROSSMOOR, INC.  
ZOOM CONFERENCE – 1:00 P.M.  
WEDNESDAY, May 26, 2021

**Res. #93**

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held via Zoom conference call on Wednesday, April 28, 2021 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; John Barr, Director; Regina Goldsborough, Director; Clayton Lewis, Director.

Management: Kevin Flannery, General Manager; Cierra Coleman, Mutual Assistant; Jennifer Quinteros, Administrative Coordinator-Mutual Services

1. Call to Order – Mr. Dunn called the meeting to order at 1:04 p.m.
2. Approval of the Agenda – The agenda was approved as presented.
3. General Manager's Report – Mr. Flannery presented the April 2021 General Manager's report. All questions and comments were responded to by Mr. Flannery.
4. Approval of March 31, 2021 Regular Board Meeting Minutes – The March 31, 2021 regular Board meeting minutes were approved as distributed for the Board's review.
5. Approval of Closed Session Minutes – March 31, 2021 – The March 31, 2021 closed session Board meeting minutes were approved as distributed for the Board's review.
6. Approval of Closed Session Minutes – February 24, 2021 – The February 24, 2021 closed session Board meeting minutes were approved as distributed for the Board's review.
7. Unit Owner's and Resident's Open Forum – All questions and comments were addressed by the Mutual 19B Board of Directors.
8. Treasurer's Report – Mr. Gervais presented the treasurer's report as distributed for the Board's review.

- a. Invoices – Upon motion duly made, the Board agreed,

To approve payment of the following **invoice(s)**:

<b>\$1,067.00</b>	<b><u>Dynaletic Invoice #37506</u></b> – Quarterly Inspection. Bill dated 3/22/2021.  <b><u>Resolution # 82 , 4/28/2021</u></b>
<b>\$1,450.00</b>	<b><u>Dynaletic Invoice #37788</u></b> – Deficiency Repair to provide labor and material to replace a 2 ½ flow switch in building 93. Bill dated 4/12/2021.  <b><u>Resolution # 83 ,4/28/2021</u></b>
<b>\$1,960.00</b>	<b><u>McFall &amp; Berry Invoice #IN209763</u></b> – Create a wildflower field on turf in the rear of the building. Bill dated 4/15/2021.  <b><u>Resolution # 84 ,4/28/2021</u></b>
<b>4,880.00</b>	<b><u>Dynaletic Invoice #37871</u></b> – Perform a 5 year inspection in Building 88-94; Perform Hydrostatic Test on the Fire Dept. Connections), perform internal check valve inspection, perform Standpipe flow test. Bill dated 4/15/2021.  <b><u>Resolution # 85 , 4/28/2021</u></b>
<b>\$1,410.00</b>	<b><u>Gross Mendelsohn Invoice #384501</u></b> Progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2020. 4/19/2021  <b><u>Resolution # 86 , 4/28/2021</u></b>
<b>\$1,691.00</b>	<b><u>Mark Amero’s Ovation Renovation and Roofing</u></b> Invoice dated 4/8/21 for the remaining amount due to install trash room doors at Bldg. #88 and Bldg. #89.  <b><u>Resolution #87, 4/28/2021</u></b>
<b>TOTAL: \$12,368.00</b>	

9. Mark Amero’s Ovation Renovation Proposal – Upon motion duly made, the Board agreed,

To approve the Mark Amero’s Ovation Renovation proposal in the amount of \$2,045.00 and to approve the payment terms as written. To remove and dispose one existing steel and jamb doors, to supply and install new Therma Tru 5/0x 83” RO flush steel metal jamb deadbolt bore, pack jamb with concrete, caulk, and paint to match existing. Building 90.

**Resolution # 87, 4/28/2021**

10. Audit Presentation – Brenda Callejas reviewed the Draft Audit with the Mutual 19-B Board. Upon motion duly made, the Board agreed,

To accept the 2020 Gross Mendelsohn Draft audit as presented to the Board.

**General Resolution #88, 4/28/2021**

11. Unfinished Business –

- a. Surveillance Camera – Update – No report at this time.
- b. ByLaw Amendments – Update – The Board discussed scheduling a time and date to hold a special meeting for the proposed Bylaw Amendments. The Board agreed to mail the proposed Bylaw Amendments package for the 30-day review of the membership.
- c. FloorMax Invoice – Upon motion duly made, the Board agreed,

To reimburse John Gervais in the amount of \$750.00 for the payment to FloorMax Invoice #904351, to supply and install the Rigid Luxury Vinyl Tile (Pergo Extreme) in the elevator of Building 89.

**General Resolution #89, 4/28/2021**

12. New Business –

- a. Dynaletic Plumbing Proposal – Ratify Approval of AWM – Upon motion duly made, the Board agreed,

To ratify the approval of AWM Resolution #81, 4/20/2021. Dynaletic Plumbing Proposal “Valve Repair Replacement for all 7 buildings 88-94.”

**Resolution #90, 4/28/2021**

- b. McFall & Berry Proposals: #L1119ME, #T21117ME, #L21118ME – Upon motion duly made, the Board agreed

To accept the following McFall & Berry proposals: Proposal #L1119ME in the amount of \$1,495.00; Proposal #T21117ME in the amount of \$250.00; Proposal #L21118ME in the amount of 1,268.00.

**Resolution #91, 4/28/2021**

13. Correspondence – None at this time.

14. Leisure World Board of Directors and Advisory Committee Reports – All reports were presented by the Mutual representatives.

15. Building Representatives – All questions and comments were addressed by the Mutual Board of Directors.

16. Adjournment – The meeting adjourned at 3:19 p.m.

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Rita M. Mastrorocco, Secretary

CLOSED SESSION MEETING  
BOARD OF DIRECTORS—  
COUNCIL OF UNIT OWNERS OF MUTUAL 19B  
WEDNESDAY, MAY 26, 2021

In accordance with the Maryland Condominium Act § 11-109.1. Closed meetings of Board of Directors. (a) (8) Discussion of individual owner assessment accounts; § 11-109.1. (a) (2) Protection of the privacy or reputation of individuals in matters not related to the council of unit owners' business. A closed session of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc. was held via Zoom on Wednesday, May 26, 2021, at 2:48 p.m.

DIRECTORS PRESENT: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita M. Mastrorocco, Secretary; Clayton Lewis, Director; Regina Goldsborough, Director; John Barr, Director.

Management: Cierra Coleman, Administrative Assistant-Mutual Services

Visitors: Randy Bosin, Rhona Bosin

1. Call to Order – Mr. Dunn called the meeting to order at 2:48 pm.
2. In accordance with the Maryland Condominium Act § 11-109.1. Closed meetings of Board of Directors. (a) (8) Discussion of individual owner assessment accounts.

Condo Fee Reduction Request – Building 88 – The Board reviewed and discussed this request. There was no change in their current policy, therefore, no action was taken.

**No further business to come before the Board of Directors, Randy Bosin and Rhona Bosin left the meeting.**

3. In accordance with the Maryland Condominium Act § 11-109.1. (a) (2) Protection of the privacy or reputation of individuals in matters not related to the council of unit owners' business.

Correspondence – Electrical Circuits in Building 92 – Residents have expressed their concerns about the electrical circuits in a unit at Building 92. The Board reviewed and discussed this item and agreed to have Physical Properties do an inspection on the electrical circuits and pipes within the unit.

4. Adjournment – The closed meeting was adjourned at 3:19 p.m.

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Rita M. Mastrorocco, Secretary



Mutual 19B - June 30, 2021 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 5/1/21	\$ 68,549.85
Total Receipts - May	130,136.66
Total Disbursements - May	<u>(111,937.36)</u>
Balance - 5/31/21	\$ 86,749.15

Net Operating Expenses

Year To Date - 5/31/21	\$ 1,378	Under Budget
Month of May - 2021	\$ 994	Under Budget

Cash Investments

	<u>5/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,765,469.92	\$1,691,183
Maintenance Reserve	219,279.67	202,073
Insurance Deductible Reserve	24,812.98	22,691
Other	<u>153,152.25</u>	<u>170,941</u>
Total	\$2,162,714.82	\$2,086,888

Delinquent Report (as of June 16, 2021)

11 accounts (not from Bldg. #91) have charges of \$11,861.50  
 (\$5,000 of the \$11,861.50 is for one insurance damage claim)  
 (\$4,921.50 of the \$11,861.50 are current charges from 10 accounts)  
 (\$1,940 left, \$1,249 from 4 > 30 days, \$607 from 3 > 60, \$84 from 3 > 90)  
 There are 9 accounts from Bldg. #91 totaling \$19,864.00.  
 1 account (Bldg. #89) has fee charges of \$13,618.00 - from 10/1/19  
 1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20  
 1 account (Bldg. #93) owes fees of \$15,638.00 starting from 12/1/18  
 Total Delinquent = \$61,810.50

<u>Reserve Expenditures - YTD</u>	<u>5/31/21</u>	<u>To Reserves YTD</u>	<u>5/31/21</u>
Replacement Reserve	\$ 5,901		
Maintenance Reserve	7,734		
Insurance/Legal	<u>0</u>		
Total	\$ 13,635		\$115,624

06/15/2021  
9:06 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
05/31/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
119,283	119,283	0	596,415	596,415	0
1,449	3,234	(1,785)	8,159	16,170	(8,011)
105	0	105	450	0	450
3,251	0	3,251	13,635	0	13,635
(22,948)	(23,375)	427	(115,624)	(116,875)	1,251
101,140	99,142	1,998	503,035	495,710	7,325
88	88	1	438	440	3
1,410	0	(1,410)	4,250	4,250	0
0	83	83	0	415	415
4,468	4,421	(47)	22,340	22,105	(235)
260	275	15	1,301	1,375	74
0	0	0	200	0	(200)
520	933	413	2,600	4,665	2,065
0	167	167	525	835	310
6,746	5,967	(779)	31,653	34,085	2,432
0	3,333	3,333	0	16,665	16,665
1,803	1,629	(174)	9,013	8,145	(868)
0	167	167	1,269	835	(434)
0	111	111	0	555	555
257	292	35	555	1,460	905
1,067	333	(734)	1,067	1,665	598
6,810	250	(6,560)	8,664	1,250	(7,414)
0	33	33	0	165	165
0	480	480	0	2,400	2,400
2,740	1,167	(1,573)	4,056	5,835	1,779
181	187	6	905	935	30
12,857	7,982	(4,875)	25,529	39,910	14,381
609	2,520	1,911	16,699	17,280	581
0	(149)	(149)	0	(745)	(745)
8,035	11,060	3,025	75,051	75,840	789
0	(1,598)	(1,598)	0	(7,990)	(7,990)
7,940	11,423	3,483	49,798	45,693	(4,105)

06/15/2021  
9:06 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
05/31/2021

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
16,584	23,256	6,672	TOTAL UTILITY EXPENSES	141,547	130,078	(11,469)
0	167	167	OTHER EXPENSES	0	835	835
0	667	667	01 Activities	2,668	3,335	667
0	834	834	Bad Debt	2,668	4,170	1,502
36,187	38,039	1,852	TOTAL OTHER EXPENSES	201,397	208,243	6,846
0	0	0	RESERVE EXPENSES	3,515	0	(3,515)
0	0	0	01 RR Concrete	1,386	0	(1,386)
1,000	0	(1,000)	15 RR Roofs	1,000	0	(1,000)
813	0	(813)	35 RR Doors	1,591	0	(1,591)
197	0	(197)	03 MR Electrical	197	0	(197)
0	0	0	04 MR Drainage	48	0	(48)
0	0	0	08 MR HVAC	1,795	0	(1,795)
878	0	(878)	09 MR Gutters	878	0	(878)
317	0	(317)	10 MR Other	2,119	0	(2,119)
0	0	0	12 MR Building Maint	94	0	(94)
0	0	0	20 MR Dryer Vents	120	0	(120)
0	0	0	21 MR Elevators	846	0	(846)
0	0	0	23 MR Repair Wall Crack	47	0	(47)
47	0	(47)	24 MR Doors & Windows	13,635	0	(13,635)
3,251	0	(3,251)	TOTAL RESERVE EXPENSES	38,687	37,620	(1,067)
7,882	7,524	(358)	COMMUNITY FACILITIES	12,728	14,250	1,522
2,486	2,850	364	10 Administration	11,689	11,770	81
2,301	2,354	53	20 Education & Recreation	482	(240)	(722)
297	(48)	(345)	21 Club House II	761	620	(141)
148	124	(24)	22 LW News	(148)	(275)	(127)
0	(55)	(55)	25 Food Service	2,264	1,640	(624)
445	328	(117)	30 Medical Center	7,965	7,969	4
1,593	1,594	1	40 PPD Management	8,980	9,200	220
1,670	1,840	170	41 Grounds	62,677	63,370	693
12,432	12,674	242	43 Trash	5,492	5,515	23
1,039	1,103	64	58 TV	24,974	25,570	596
4,898	5,114	216	60 Transportation	2,895	2,720	(175)
594	544	(50)	65 Security	3,266	5,175	1,909
668	1,035	367	70 Street Lights	1,039	1,135	96
111	227	116	80 Golf Course			
			81 Pro Shop			



MUTUAL 19B  
CASH INVESTMENTS  
May 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							86,749.15	86,749.15
<b>MONEY MARKET</b>								
ATLANTIC UNION BANK	0.03%						10,104.08	10,104.08
AXOS BANK	0.05%						50,042.89	50,042.89
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK	0.03%			1,380.56	48,086.28	3,898.53		53,365.37
AXOS BANK	0.05%			176,995.89	44,410.47	3,470.58		224,876.94
PACIFIC NATIONAL BANK	0.55%			100,430.18	131,778.66	17,443.87		249,652.71
<b>CERTIFICATES OF DEPOSIT</b>								
CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021	108,559.32				108,559.32
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
SONA BANK	0.50%	155,660.64	03/24/2022	155,660.64				155,660.64
GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,704.43				107,704.43
BANK OZK	0.99%	155,357.73	07/17/2022	156,644.81				156,644.81
FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	54,642.14				54,642.14
CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,897.85				111,897.85
CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
PARAMOUNT BANK	0.75%	165,177.88	01/21/2013	165,777.88				165,777.88
				(1,260.39)	(4,995.74)	0.00	6,256.13	
<b>DUE TO FROM:</b>								
<b>TOTAL</b>				<b>1,765,469.92</b>	<b>219,279.67</b>	<b>24,812.98</b>	<b>153,152.25</b>	<b>2,162,714.82</b>



# General Manager's Report

June 2021

June 15, 2021

## Community Financials

For the period ending May 31, 2021, net operating expenses were \$17,900 under budget.

Year-to-date, net operating expenses were approximately \$14,800 under budget.

## Property Transfers

In the month of May, there were 40 property transfers, which totaled \$185,700 in transfer fees.

## 2022 Budget Preparation

Preliminary Budget Assumptions were provided to the Budget & Finance Advisory Committee and LWCC Board in April. Management circulated Updated Assumptions in early May. The CPI from May 31, 2020 to May 31, 2021 has increased 3.8%, this figure will be used in the formulation of the 2022 budget.

## Clubhouse I Site Plan Amendment Update

The LWCC Board approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Updates are as follows:

1. Montgomery County building permit approvals are in process
2. Clubhouse I construction improvements are scheduled to start at the end of July with completion in late fall (October/early November)
3. During construction, access to the restaurants and outdoor pool will be limited to the main Clubhouse I entrance and the Maryland Room will be closed

## Update: Gate Access Project

Security staff is trained on the use of the software and in conjunction with the IT department, data is being transferred into the new DwellingLive software system. There are two primary testing groups: alpha group of 15 residents and beta group of 105 residents. The testing phase will take several months. Once testing has been completed, the Security Department will proceed with rolling out the new RFID/Visitor Access system community-wide.

The LW News will be following this project's progress, so stay tuned for additional information and updates.

## July 4th

Leisure World will not be holding the July 4th parade this year, however, there will be limited food specials at the Stein room, Terrace room and lanai from 11am to 7pm.

## HR Corner

In the month of April, there were 4 new hires and 2 terminations.

LWMC has the following open positions:

- Clubhouse I Manager (E&R)
- Golf Course Technician (Golf)
- Plumber (PPD)
- Security Guard (Security)
- Special Police Officer (Security)