

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
SULLIVAN ROOM - 1:00 P.M.  
WEDNESDAY, OCTOBER 30, 2019

AGENDA

	Page No.
1. Call to Order	
2. Approval of The Agenda	
3. Approval of Minutes September 25, 2019 Meeting	1-4
4. Unit Owners and Residents Open Forum (30 Min.)	
5. General Manager's Report	5-6
6. Treasurer's Report- <b>(Attachment)</b>	7
a. Approval of Invoices <b>(Attachment)</b>	8-9
b. CD Activity Approval <b>(Attachment)</b>	10
c. 2020 Budget Approval <b>(Attachment)</b>	11-12
7. Unfinished Business –	
a. Updates Ongoing Projects- Bylaws	
b. Bench Proposals for Comparison- #88 <b>(Attachment)</b>	13-14
8. New Business/Action Items –	
a. Appointment of Building #89 Representative - Mr. Lewis	
b. Parking Lot Paving Bids <b>(Attachment)</b>	15
c. Unit Damage- Insurance Claim Procedures for Residents	
d. Fall Gutter Cleaning <b>(Attachment)</b>	16
e. 2020 M&O and Supplementary Agreement Review <b>(Attachment)</b>	17-27
f. ABM Approval- #92- 1D <b>(Attachment)</b>	28-33
g. McFall & Berry Proposals <b>(Attachment)</b>	34-38
9. Correspondence-	
a. Management of Elevator Outages Procedures - Mrs. McCleary <b>(Attachment)</b>	39
b. Noise Complaint Building #90- <b>(Attachment)</b>	40-43
c. Concerns/Considerations- <b>(Attachment)</b>	44
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Next Regular Board Meeting – TBD	
13. Adjournment	

REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B –  
CONDOMINIUM OF ROSSMOOR, INC.  
SULLIVAN ROOM – 1:00 P.M.  
WEDNESDAY, SEPTEMBER 25, 2019

Res. #58-#69

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held in the Sullivan Room of the Administration Building on Wednesday, September 25, 2019 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Virginia Austin, Director; and Sigrid Nadeau, Director.

Directors Absent: Regina Goldsborough, Director.

Management: Crystal Castillo; Asst. General Manager of Support Services;  
Alexa Cuque, Mutual Assistant.

Visitors: Charles Middleton, Jane Gervais, Maureen McCleary, James and Margaret Phillips, Dennis Hawkins, Elizabeth Zawislanski, Connie Costa, Jan Winegard, Clayton Lewis.

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. Addition to New Business;  
B) Approval of ABM- #94-1A.
3. Approval of Minutes of August 28, 2019 – The August 28, 2019 Regular Board meeting minutes were approved as presented.
4. Unit Owners and Residents Open Forum- Reports were presented from the unit owners present at the meeting.
  - Charles Middleton, from unit 91-1C informed the Board that he was content with the Budget not increasing by much. He also questioned when the parking lot project would be taking place. Mr. Dunn informed him that he will be soliciting bids, hopefully by the end of the week.
5. General Manager's Report – The September 2019 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
6. Treasurer's Report- Mr. Gervais presented the treasurer's report to the Board and all visitors.

Upon motion duly made and seconded, the Board agreed,

To approve the presented Treasurer's report.

**Resolution #58, 08/28/19**

- A. Upon motion duly made and seconded, the Board agreed to approve payment of the following invoice(s):

**\$1,357.00**     **McFall & Berry Invoice #IN204790** – For removing the existing grasses on the right side of the building entrance and supplying and installing Global Blue Spruce on the right side of the building at 15300 Beaverbrook Court #88. Supplying and installing Cleveland Pear in front of building at 15310 Beaverbrook Court, #89. Lastly, removing small Juniper bush from front right side of the building and supplying and installing Osmanthus on the right side of building at 15301 Beaverbrook Court, #92. (09/13/19)

**\$2,337.30**     **Chute Master Invoice #210000409** – For cleaning and sanitizing trash chutes and compactors for all seven buildings of Mutual 19B. (08/14/19)

**Resolution #59, 09/25/19**

- B. **CD Activity Approval-** Mr. Gervais presented the Board with two CD's requiring action for Mutual 19B. Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the TIAA Bank CD that matures on 10/03/19 plus any interest earned at the best available rate for the time period up to 36 months.

**Resolution #60, 09/25/19**

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Bank of Texas CD that matures on 10/15/19 plus any interest earned at the best available rate for a time period up to 36 months.

**Resolution #61, 09/25/19**

7. **Unfinished Business-**

- A. **Enhancements Inc.- #89-1H-** Upon motion duly made and seconded, the Board agreed,

To pay (Invoice#1920) \$7,434.37 to Enhancements Inc. for the work and cleaning at 15310 Beaverbrook Court #89-1H.

**Resolution #62, 09/25/19**

- B. **JustDoors & Hardware- Revised Proposals #1196 & #1198-** Upon motion duly made and seconded, the Board agreed,

To allocate \$15,000.00 not to exceed, for four trash doors. Two known (#89 & #93) and two other doors (#90 & #91) if needed.

**Resolution #63, 09/25/19**

Upon motion duly made and seconded, the Board agreed,

To disapprove the expenditure of \$21,426.80 to install new closures on all stairwell doors for all seven buildings.

**Resolution #64, 09/25/19**

- C. Sure-Fit Security- Exterior Storage Room Door and Frame Revised Proposal- The Board discussed the revisions on the proposal. Upon motion duly made and seconded, the Board agreed,

To approve the Sure-Fit proposal and accept payment of \$3,360.00 for replacement of exterior storage room door and frame at building #88 with the terms and conditions.

**Resolution #65, 09/25/19**

- D. Updates Ongoing Projects- Bylaws- Mr. Gervais reported the Bylaws are in the process to be properly formatted for review.
- E. Update on Newsletter for Mutual- Concept and Feedback- The Board and visitors engaged in ideas and concepts for the Mutual newsletter that will be taken under consideration.

8. New Business/Action Items

- A. Replacing Bench in Front of Building #88- Upon motion duly made and seconded, the Board agreed with 1 abstention,

To replace the bench in front of building #88.

**Resolution #66, 09/25/19**

The Board agreed to postpone the decision until next Board meeting with two quotes from the Trek bench and a Teak bench for comparisons on visuals, installation expenses, and maintenance for a decision to be made.

- B. Approve ABM- #94-1A- Upon motion duly made and seconded, the Board agreed,

To accept Mrs. Zawislanski's Application for Building Modification (AMB) for the replacement of the patio door pending PPD's approval.

**Resolution #67, 09/25/19**

9. Letter to Unit Owner- After the Board's discussion regarding the wording of the letter, Mr. Dunn agreed to consult with the lawyer before mailing to unit owner.

10. Leisure World Board of Directors and Advisory Committee Reports-

- A. LWCC Board – Mr. Dunn reported Comcast residential installations have begun, Phase I installation has been completed; Owner of LW Plaza shopping center are in discussions with state road officials to modify center entrance pattern; The LWCC BOD has approved the 2020 operating budget with the Facilities fee increasing to \$204.00 per unit per month; The LWCC BOD

approved a resolution that gives permission to the GM to investigate the possibility to have a professional firm/s as tenants in the new Admin. Building.

- B. Health- Mrs. Lederman reported there is a controversy for the Cannabis Committee; Committee is working with Mr. Flannery regarding commercial companies coming into Leisure World; MedStar is interviewing for opened positions.
  - C. Landscape- Mrs. Gervais reported the summer flowers have benefitted from late summer conditions; The Fall flower plantings have been delayed until the drought ends; A proposal has been requested from McFall & Berry to remove the over-hanging Bradford Pear near the bench at #89. The heavy lateral branches pose a danger to parked cars and the bench area; At #91 several upper branches are hanging over the gutter and should be cut back; A dead Magnolia in the rear should be removed, McFall & Berry has been advised.
  - D. Tennis and Pickleball- None at this time.
  - E. Restaurant – Ms. Mastrococco reported that the new walk in refrigerator authorized last year will be installed by the holiday season; An email was received from RAC enclosing copy of Montgomery County, MD Alcohol Beverage Services, Board of License Commissioners routine inspection advising of LW is in satisfactory compliance.
  - F. E&R- None at this time.
11. Building Representatives – Reports were presented from the Building Representatives present at the meeting. Upon motion duly made and seconded, the Board agreed,
- To place a light on all side doors for all the buildings that do not have a light.  
**Resolution #68, 09/25/19**
- Upon motion duly made and seconded, the Board agreed,
- To use up to \$1,700.00 from last year’s surplus for the holiday party this year.  
**Resolution #69, 09/25/19**
12. Next Regular Board Meeting – Wednesday, October 30, 2019, Sullivan Room at 1:00 p.m.
13. Adjournment – The meeting adjourned at 3:33 p.m.

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Rita Mastrococco, Secretary

Mutual 19B - October 30, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 9/1/19	\$152,208.98
Total Receipts - September	322,854.84
Total Disbursements - September	<u>(277,813.90)</u>
Balance - 9/30/19	\$197,249.92

Net Operating Expenses

Year To Date - 9/30/19	\$ 32,116	Under Budget
Month of September 2019	\$ 3,826	Under Budget

Cash Investments 9/30/19

Replacement Reserve	\$1,664,521.77
Maintenance Reserve	162,762.17
Insurance Deductible Reserve	31,761.41
Other	<u>193,903.38</u>
Total	\$2,052,948.73

Delinquent Report (as of October 16, 2019)

7 accounts have fee charges of \$4,036.00 less than 30 days old  
(\$30 of above amount are for 2 late charges - 30 to 90 days old)  
1 account has an insurance claim of \$2,875.43 from July 2, 2019  
1 account owes fees of \$5,582.00 starting from 12/1/18  
Total Delinquent = \$12,493.43

<u>Reserve Expenditures -</u>	<u>YTD 9/30/19</u>	<u>To Reserves YTD 9/30/19</u>
Replacement Reserve	\$162,996	
Maintenance Reserve	43,294	
Insurance/Legal	<u>1,765</u>	
Total	\$208,055	\$238,597

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 09/30/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
112,342	112,342	1,011,078	1,011,078	0
4,088	1,981	32,120	17,829	14,291
30	0	630	0	630
0	0	613	0	613
0	0	25	0	25
62,283	0	208,055	0	208,055
<u>(27,029)</u>	<u>(24,923)</u>	<u>(238,597)</u>	<u>(224,307)</u>	<u>(14,290)</u>
151,714	89,400	1,013,924	804,600	209,324
88	88	788	786	(2)
0	0	4,250	4,600	350
1,456	0	2,156	0	(2,156)
4,559	4,470	39,804	39,628	(176)
275	285	2,471	2,565	95
906	927	8,454	8,343	(111)
0	0	25	0	(25)
7,283	5,770	57,947	55,922	(2,025)
2,800	3,500	19,600	31,500	11,900
1,591	1,637	14,316	14,365	49
0	333	47	2,997	2,950
0	111	0	997	997
0	292	2,965	2,624	(341)
0	333	2,970	2,997	27
0	150	3,255	1,350	(1,905)
0	33	0	297	297
0	417	0	3,749	3,749
2,625	1,250	10,458	11,250	792
176	182	1,584	1,638	54
7,191	8,238	55,195	73,764	18,569
1,915	2,450	26,564	26,250	(314)
0	(467)	0	(5,009)	(5,009)
7,158	12,250	112,968	131,250	18,282
0	(1,398)	0	(14,977)	(14,977)
9,819	13,633	63,709	84,087	20,378
<b>INCOME</b>				
Assessments	5110	1,011,078	1,011,078	0
Interest Income	5111	32,120	17,829	14,291
Late Fees	5114	630	0	630
Other Income	5115	613	0	613
Pet Registration Fee	5125	25	0	25
Transfers From Funded Reserve	5200	208,055	0	208,055
Transfers To Funded Reserves	5800	(238,597)	(224,307)	(14,290)
<b>TOTAL INCOME</b>		<b>1,013,924</b>	<b>804,600</b>	<b>209,324</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Common Ownership Fee	6112	788	786	(2)
Audit	6115	4,250	4,600	350
Income Taxes	6117	2,156	0	(2,156)
01 Insurance Property	6118	39,804	39,628	(176)
03 Insurance Fidelity	6118	2,471	2,565	95
Property Mgmt Services	6120	8,454	8,343	(111)
Miscellaneous	6125	25	0	(25)
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>57,947</b>	<b>55,922</b>	<b>(2,025)</b>
<b>BUILDING EXPENSES</b>				
06 General Maintenance	6202	19,600	31,500	11,900
01 Elevator Contract	6204	14,316	14,365	49
02 Elevator Overtime	6204	47	2,997	2,950
03 Elevator Inspections	6204	0	997	997
Pest Control	6209	2,965	2,624	(341)
05 Sprinkler Contract	6211	2,970	2,997	27
06 Repair Sprinkler,F/A	6211	3,255	1,350	(1,905)
07 Fire Marshll, Permit	6211	0	297	297
10 F/A Inspections	6211	0	3,749	3,749
02 Grounds Landscaping	6214	10,458	11,250	792
Telephone	6224	1,584	1,638	54
<b>TOTAL BUILDING EXPENSES</b>		<b>55,195</b>	<b>73,764</b>	<b>18,569</b>
<b>UTILITY EXPENSES</b>				
98 Electric Com Area	6301	26,564	26,250	(314)
96 Electric Pr Yr CA	6301	0	(5,009)	(5,009)
99 Electric Master	6301	112,968	131,250	18,282
97 Electric Pr Yr MM	6301	0	(14,977)	(14,977)
99 Water	6303	63,709	84,087	20,378





M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 09/30/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
148	130	1,559	1,172	(18)	1,172	(387)
26	27	234	247	1	247	13
248	248	2,230	2,230	0	2,230	0
4,683	4,683	42,147	42,147	0	42,147	0
374	374	3,366	3,366	0	3,366	0
1,283	1,283	11,547	11,547	0	11,547	0
0	546	0	4,914	546	4,914	4,914
38,848	36,699	332,793	330,274	(2,149)	330,274	(2,519)
TOTAL COMMUNITY FACILITIES						
MUTUAL OPERATING						
5,400	4,810	46,483	43,287	(590)	43,287	(3,196)
4,666	4,666	41,990	41,990	0	41,990	0
0	0	223	0	0	0	(223)
260	332	2,449	2,986	72	2,986	537
3,670	3,670	33,030	33,030	0	33,030	0
260	61	1,150	548	(199)	548	(602)
297	0	297	0	(297)	0	(297)
223	0	223	0	(223)	0	(223)
186	0	186	0	(186)	0	(186)
148	0	148	0	(148)	0	(148)
148	0	148	0	(148)	0	(148)
0	217	0	1,945	217	1,945	1,945
15,257	13,756	126,327	123,786	(1,501)	123,786	(2,541)
TOTAL MUTUAL OPERATING						
149,753	91,265	985,557	808,349	(58,488)	808,349	(177,208)
1,961	(1,865)	28,367	(3,749)	3,826	(3,749)	32,116
INCOME/DEFICIT						

**MUTUAL 19B**  
**CASH INVESTMENTS**  
 September 30, 2019

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA								
							197,249.92	197,249.92
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
100003 ATLANTIC UNION BANK	2.00%			2,210.45	67,889.46	15,104.43		85,204.34
100028 AXOS BANK	2.07%			188,238.09				188,238.09
PACIFIC NATIONAL BANK	2.25%			10,350.58	95,143.46	16,656.98		122,151.02
<b>CERTIFICATES OF DEPOSIT</b>								
100017 TIAA BANK	1.59%	100,696.94	10/03/2019	105,607.27				105,607.27
100027 STATE BANK OF TEXAS	2.78%	100,000.00	10/15/2019	100,000.00				100,000.00
100014 FIRST INTERNET BANK	2.70%	150,000.00	11/07/2019	154,728.44				154,728.44
100018 SYNCHRONY BANK	2.62%	153,278.59	12/22/2019	160,885.43				160,885.43
100029 SONA BANK	2.80%	53,210.81	02/05/2020	53,210.81				53,210.81
100021 SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100031 FVC BANK	2.75%	103,070.06	04/30/2020	104,248.84				104,248.84
100030 EH NATIONAL BANK	2.85%	150,000.00	07/10/2020	150,000.00				150,000.00
100022 TIAA BANK	1.98%	104,658.29	08/23/2020	109,116.40				109,116.40
100026 STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
100024 FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
100032 REVERE BANK	2.47%	150,000.00	03/13/2021	150,000.00				150,000.00
<b>DUE TO FROM:</b>				3,617.29	(270.75)	0.00	(3,346.54)	
<b>TOTAL</b>				<b>1,664,521.77</b>	<b>162,762.17</b>	<b>31,761.41</b>	<b>193,903.38</b>	<b>2,052,948.73</b>



# General Manager's Report

**October 2019**

October 4, 2019

## Community Financials

Financial statements for the period ending September 30, 2019 will be published the week of 10/14.

As of August 31, 2019, year-to-date, net operating expenses were \$38,800 over budget.

In the month of September, there were 43 property transfers which totaled \$165,300 in transfer fees.

## Class-Action Lawsuit Status

The plaintiffs filed a 3rd Amended Complaint on June 20th.

The third-amended complaint filed by the plaintiffs named each individual LWCC Board member as defendants in the lawsuit. In response, the legal counsel representing Leisure World filed a Motion to Dismiss. The judge will hear testimony regarding the Motion to Dismiss on November 22nd.

In association with the third-amended complaint, LW legal counsel is expected to file a Motion for Summary Judgment on October 30th.

## Clubhouse I/ Admin Bldg Site Plan Amendment Update

At the September 24th LWCC Board meeting, the Board approved funding to proceed with an architectural firm to complete the drawings for the permitting phase.

## 2020 Budget

The LWCC Board approved the 2020 budget at the regularly scheduled meeting on September 24th.

As part of the 2020 Budget approval, the Board approved funding for a gate access system including a plan that would make the Norbeck gate a "Residents Only" / unstaffed gate. To keep residents informed as this project progresses, please look for articles in the LW News and the residents' website (residents.lwmc.com).

## Upcoming Office Closures:

- **October 14** — Columbus Day
- **November 28** — Thanksgiving Day

## 2020 Advisory Committee Application

The 2020 Advisory Committee Application has been distributed to all Mutual Presidents and Advisory Committee Chairs.

**Application deadline is Thursday, October 31<sup>st</sup>.**

The Board of Directors will review and approve the members at the regularly scheduled meeting in November.

## Community Shred Day

The next Community Shred Day will be held on **Saturday, October 19th** from 10am to 1pm in the Admin Building parking lot.

## LW Strategic Planning

Now that the survey deadline has passed, consultants from George Mason University have confirmed a 45.5% response rate (of total units in the community) as of 8/30.

George Mason University is scheduling approximately 6 focus groups of 10-12 residents and 1-2 larger community forums, by invitation, in the coming months.

Additional information on the next steps of the Strategic Planning process will be provided in upcoming issues of the LW News.

## Comcast Installation Update

A Comcast representative is now available onsite in Clubhouse I (Harbor Room).

Installations began on September 16th in a phased approach. Residents will receive a postcard in the mail with directions to schedule an installation appointment. As of October 5th, 1,250 installations have been completed.

## Comcast—Demo Days

Beginning in October and continuing through December, Comcast will host a series of weekly "demo days" in Clubhouse I to provide residents with hands-on instructions for using their TV's remote control and other features. The Demo Day schedule will be posted in the lobbies of both Clubhouses and the Administration Building.

## HR Corner

In the month of September, there were 4 new hires and 3 departures.

We have the following open positions:

- Property Manager, Greens I
- HVAC/Appliance Technician
- Security Guard
- Service Plumber
- Evening Maintenance Technician

## MedStar Flu Clinics

Starting September 24th, flu vaccines will be available every Tuesday from 9am—5pm at the LW Medical Center Pharmacy without an appointment.

Should you desire an appointment, flu vaccines are available Mondays, Wednesdays, Thursdays & Fridays. Call 301-598-1005 to schedule an appointment.