

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
ZOOM CONFERENCE -
WEDNESDAY, NOVEMBER 25, 2020

AGENDA

	Page No.
1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Barr)	
2. Approval of The Agenda	
3. Approval of Minutes October 28, 2020 Meeting	1-4
4. Approval of Closed Session Minutes October 28, 2020 Meeting	5
5. Unit Owners and Residents Open Forum (30 Min.)	
6. General Manager's Report	6
7. Treasurer's Report- (Attachment)	7
a. Approval of Invoices (Attachment)	8
b. CD Activity (Attachment)	9
8. Unfinished Business –	
a. Budget Approval for 2021 (Attachment)	10-12
9. New Business/Action Items –	
a. Comcast Cameras (Attachment)	13-14
b. ABM- Rittenberg (Attachment)	15-17
c. Approval of Audit Letter (Attachment)	18-25
d. Free LED Bulb Replacement (Attachment)	26-27
e. Proposal for Trash Doors for Bldgs. 88 & 89- (Attachment)	28-29
f. Clean Gutters	
g. McFall & Berry Proposals (Attachment)	30-31
h. Board Resignation and Appointment	
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Next Regular Board Meeting – Wednesday- December 30 th , 2020; 1PM- Zoom	
13. Adjournment	

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

Zoom Conference – 2:07 P.M.
WEDNESDAY, October 28, 2020

Res. #7 - #20

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, October 28, 2020 at 2:07 p.m.

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

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

Visitors: Jane Gervais, Clayton Lewis, Joann Fredenburg-Grant, Ann Berman, Dennis Hawkins, Sigrid Nadeau, Kina Merdinian, Kindra Sudama, Melinda Kelly, and Hema Pandmanabhan.

1. Call to Order – Mr. Dunn called the meeting to order at 2:07 p.m.
2. Approval of the Agenda – The agenda was approved as amended with addition to 7. F) M&O Agreement 2021 and G) Supplemental Agreement 2021.
3. Approval of Minutes of September 30, 2020 – The September 30, 2020 Regular Board meeting minutes were approved as presented.
4. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting:
 - Carole Chamberlain, from 88-3J, inquired about the noise nuisance regarding the barking dog in her building. Mr. Dunn stated this will be discussed at the closed session after the regular Board meeting.
5. General Manager's Report – The October 2020 General Manager's Report was presented by Mrs. Castillo during the Mutual's Annual meeting held before the regular Board meeting. 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 Treasurer's report as presented.

Resolution #7, 10/28/2020

- A. Approval of Invoices- Upon motion duly made and seconded, the Board agreed,

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

\$2,141.00 Dynalectric Invoice #35559- For the replacement of disconnect safety switch. Elevator inspections written up by third party. 15301 Beaverbrook Court- 200 amp main elevator disconnect and 15201 Elkridge Way- 30 amp elevator lighting disconnect.

Resolution #8, 10/28/2020

Insurance Claim: Upon motion duly made and seconded, the board agreed,

To approve payment of the following **insurance claim**:

\$578.87 A&A Restoration- For the clean-up at 15201 Elkridge Way 93-1J due to the kitchen sink overflowing. Date of Occurrence: 08/31/2020.

Resolution #9, 10/28/2020

7. Unfinished Business-

- A. Bicycle Racks in Mutual Proposal- Mr. Gervais reported that there is no update on this item yet. This matter will be removed from the agenda until further notice.

8. New Business/Action Items

- A. Trip Hazard- Building #92- Ms. Mastrococco reported the trip hazard to the Board that is located near the bench in front of building 92. Upon motion duly made and seconded, the Board agreed,

To approve the handling of the issue to be made as part of the proposal in the sidewalk project.

Resolution #10, 10/28/2020

- B. Building Face Plates Proposal- The Board discussed the option of having passcodes/fobs to enter the lobbies. Issues were discussed that would make that option more complicated than just having push plates for the automatic doors. Upon motion duly made and seconded, the Board agreed,

To approve the Dormakaba proposal and payment of \$4,537.33 to furnish and install 14 automatic door push plates, 14 transmitters, and 7 receivers. All push plates with mounting boxes to also be replaced and assembled.

Resolution #11, 10/28/2020

- C. Approval of Advisory Committee Applications- Upon motion duly made and seconded, the Board agreed,

To approve all submitted Advisory committee applications for 2021.

Resolution #12, 10/28/2020

- D. Vote to Hold a Closed Session After Adjournment- Legal Matter- Upon motion duly made and seconded, the Board agreed,

To hold a closed session after adjournment to discuss a legal matter.

Resolution #13, 10/28/2020

- E. McFall & Berry Proposal L20514MA- Upon motion duly made and seconded, the Board agreed,

To approve McFall & Berry proposal L20514MA for the amount of \$1,960.00 for the wildflower field. A walkthrough will be conducted to determine the locations.

Resolution #14, 10/28/2020

Upon motion duly made and seconded, the Board agreed,

To approve McFall & Berry proposal L20413MA for the amount of \$13,752.00 for early spring/early summer to applications of Preem to the lawn areas in front of building and the boulevard only.

Resolution #15, 10/28/2020

- F. M&O Agreements 2021- Upon motion duly made and seconded, the Board agreed,

To approve the presented M&O Agreement for 2021.

Resolution #16, 10/28/2020

Upon motion duly made and seconded, the Board agreed,

To approve the conditional signing of the Supplemental agreement for 2021 until Mr. Dunn contacts Management to increase the Administration hours as proposed.

Resolution #17, 10/28/2020

9. Correspondence-

- A. Outside Vent Inspection Request- Ms. Gomes- Upon motion duly made and seconded, the Board agreed,

To authorize PPD to coordinate dryer vent inspection to prevent entrance to animals through vents.

Resolution #18, 10/28/2020

B. Balcony Repair- Ms. Dale- Upon motion duly made and seconded, the Board agreed,

To authorize the Mutual Assistant to have PPD create a work order for the repairs to the balcony railing at 93-2H.

Resolution #19, 10/28/2020

10. Leisure World Board of Directors and Advisory Committee Reports- No reports at this time.
11. Building Representatives – Reports were presented from the Building Representatives at the meeting.
12. Next Regular Board Meeting – Wednesday, November 25th, 2020 at 1:00 p.m.- via Zoom
13. Adjournment – The meeting adjourned at 3:14 p.m.

Rita Mastrorocco, Secretary

Mutual 19B - November 25, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 10/1/20	\$ 119,382.35
Total Receipts - October	295,357.58
Total Disbursements - October	<u>(314,334.29)</u>
Balance - 10/31/20	\$ 100,405.64

Net Operating Expenses

Year To Date - 10/31/20	\$ 10,727	Under Budget
Month of October - 2020	\$ 3,794	Under Budget

Cash Investments

	<u>10/31/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,658,372.18	\$1,720,144
Maintenance Reserve	194,039.84	164,647
Insurance Deductible Reserve	22,292.57	33,337
Other	<u>159,922.68</u>	<u>164,623</u>
Total	\$2,034,627.27	\$2,082,751

Delinquent Report (as of November 16, 2020)

8 accounts have late fees and assessment charges of \$1,064.00
 (\$69 of above amount are from 4 accounts with fees over 30 days old)
 1 account has fee charges of \$9,350.00 - from 10/1/19
 1 account has lien filing and lawyer fees due of \$829.00 from 3/31/20
 1 account owes fees of \$12,057.00 starting from 12/1/18
 Total Delinquent = \$23,300.00

Reserve Expenditures - YTD 10/31/20

Replacement Reserve	\$ 243,071
Maintenance Reserve	29,190
Insurance/Legal	<u>9,870</u>
Total	\$ 282,131

To Reserves YTD 10/31/20

\$244,368

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 10/31/2020

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
118,551	118,551	0	5110	1,185,510	1,185,510	0
2,181	2,814	(633)	5111	29,483	28,140	1,343
60	0	60	5114	810	0	810
12,346	0	12,346	5200	282,131	0	282,131
(23,669)	(24,314)	645	5800	(244,368)	(243,134)	(1,234)
109,469	97,051	12,418		1,253,566	970,516	283,050
88	88	1	6112	875	880	5
0	0	0	6115	4,250	4,250	0
0	175	175	6117	5,190	1,750	(3,440)
4,468	4,686	218	6118	45,313	45,972	659
260	275	15	6118	2,616	2,750	134
520	933	413	6120	5,200	9,330	4,130
0	0	0	6125	270	0	(270)
175	0	(175)	6138	1,962	0	(1,962)
5,511	6,157	646		65,676	64,932	(744)
3,116	2,500	(616)	6202	28,042	25,000	(3,042)
1,591	1,638	47	6204	15,907	16,004	97
0	167	167	6204	3,287	1,670	(1,617)
0	111	111	6204	1,530	1,110	(420)
690	292	(398)	6209	1,461	2,920	1,459
0	333	333	6211	1,817	3,330	1,513
0	250	250	6211	3,199	2,500	(699)
0	33	33	6211	0	330	330
0	480	480	6211	6,940	4,800	(2,140)
1,708	1,167	(541)	6214	15,798	11,670	(4,128)
181	182	1	6224	1,810	1,820	10
7,285	7,153	(132)		79,791	71,154	(8,637)
1,269	1,800	531	6301	24,254	28,800	4,546
0	316	316	6301	0	3,160	3,160
6,037	8,123	2,086	6301	114,976	129,965	14,989
0	(81)	(81)	6301	0	(810)	(810)
9,730	11,833	2,103	6303	92,488	109,122	16,634

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 10/31/2020

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
17,036	21,991	4,955	TOTAL UTILITY EXPENSES	231,718	270,237	38,519
0	167	167	OTHER EXPENSES	122	1,670	1,548
340	167	(173)	01 Activities	3,060	1,670	(1,390)
			Bad Debt			
340	334	(6)	TOTAL OTHER EXPENSES	3,182	3,340	158
30,172	35,635	5,463	TOTAL OPERATING EXPENSES	380,368	409,663	29,295
0	0	0	RESERVE EXPENSES	223,725	0	(223,725)
0	0	0	01 RR Concrete	2,324	0	(2,324)
7,490	0	(7,490)	06 RR Elevator	7,490	0	(7,490)
0	0	0	11 RR Drainage	9,532	0	(9,532)
475	0	(475)	12 RR Plumbing	5,504	0	(5,504)
196	0	(196)	03 MR Electrical	2,962	0	(2,962)
0	0	0	05 MR Plumbing	1,115	0	(1,115)
3,996	0	(3,996)	08 MR HVAC	4,233	0	(4,233)
0	0	0	09 MR Gutters	2,604	0	(2,604)
190	0	(190)	10 MR Other	8,324	0	(8,324)
0	0	0	12 MR Building Maint	2,414	0	(2,414)
0	0	0	14 MR Painting	816	0	(816)
0	0	0	21 MR Elevators	1,218	0	(1,218)
0	0	0	28 MR Siding Repairs	9,870	0	(9,870)
0	0	0	01 ILR Insurance/Legal			
12,346	0	(12,346)	TOTAL RESERVE EXPENSES	282,131	0	(282,131)
7,444	7,094	(350)	COMMUNITY FACILITIES	74,112	70,936	(3,176)
2,598	2,715	117	10 Administration	26,533	27,154	621
2,227	2,226	(1)	20 Education & Recreation	21,226	22,260	1,034
0	(170)	(170)	21 Club House II	482	(1,701)	(2,183)
186	143	(43)	22 LW News	1,522	1,428	(94)
(74)	(158)	(84)	25 Food Service	(668)	(1,574)	(906)
742	300	(442)	30 Medical Center	8,721	3,004	(5,717)
1,552	1,552	0	40 PPD Management	15,519	15,519	0
1,707	1,745	38	41 Grounds	17,849	17,451	(398)
12,283	12,306	23	43 Trash	122,831	123,060	229
1,187	1,079	(108)	58 TV	11,318	10,795	(523)
5,752	5,300	(452)	60 Transportation	52,435	53,005	570
520	571	51	65 Security	5,715	5,712	(3)
594	951	357	70 Street Lights	9,314	9,514	200
			80 Golf Course			

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2020

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
167	151	(16)	7100	2,561	1,512	(1,049)
26	27	1	7100	260	274	14
248	248	0	7100	2,478	2,478	0
4,683	4,683	0	7100	46,830	46,830	0
130	130	0	7100	1,302	1,302	0
1,283	1,283	0	7100	12,831	12,831	0
0	624	624	7100	0	6,236	6,236
38	38	0	7100	378	378	0
43,291	42,838	(453)		433,549	428,404	(5,145)
			TOTAL COMMUNITY FACILITIES			
			MUTUAL OPERATING			
5,325	4,884	(441)	7600	53,012	48,837	(4,175)
4,806	4,806	0	7600	48,055	48,055	0
0	0	0	7600	2,561	0	(2,561)
186	277	91	7600	2,078	2,768	690
3,817	3,817	0	7600	38,175	38,175	0
223	63	(160)	7600	2,171	627	(1,544)
371	0	(371)	7600	3,006	0	(3,006)
0	0	0	7600	1,559	0	(1,559)
186	0	(186)	7600	928	0	(928)
445	0	(445)	7600	2,375	0	(2,375)
0	0	0	7600	1,113	0	(1,113)
0	223	223	7600	0	2,227	2,227
15,358	14,070	(1,288)		155,032	140,689	(14,343)
			TOTAL MUTUAL OPERATING			
101,167	92,543	(8,624)		1,251,079	978,756	(272,323)
8,302	4,508	3,794		2,487	(8,240)	10,727

MUTUAL 19B
CASH INVESTMENTS
October 31, 2020

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							100,405.64	100,405.64
MONEY MARKET									
	ATLANTIC UNION BANK	0.20%						10,102.08	10,102.08
	AXOS BANK	0.40%						50,011.05	50,011.05
ALLOCATED FUNDS:									
MONEY MARKETS									
	ATLANTIC UNION BANK	0.20%			0.00	51,400.06	4,736.62		56,136.68
100003	AXOS BANK	0.40%			75,960.81	11,337.35	835.08		88,133.24
100028	PACIFIC NATIONAL BANK	0.89%			100,067.23	131,302.43	17,380.83		248,750.49
CERTIFICATES OF DEPOSIT									
100018	SYNCHRONY BANK	2.00%	153,278.59	12/22/2020					164,632.76
100032	SANDY SPRING BANK	2.47%	150,000.00	03/13/2021					154,076.92
100039	CAPITAL BANK	0.85%	150,000.00	09/24/2021					150,000.00
100033	CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021					108,149.58
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021					154,728.44
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					106,612.38
100037	BANK OZK	0.99%	155,357.73	07/17/2022					155,357.73
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022					95,000.00
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					53,968.92
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					111,253.19
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
DUE TO FROM:									
					1,256.05	0.00	(659.96)	(596.09)	
TOTAL					1,658,372.18	194,039.84	22,292.57	159,922.68	2,034,627.27



General Manager's Report

November 2020

November 6, 2020

Community Financials

Financial statements for the period ending October 31, 2020 will be finalized the week of 11/16.

As of September 30, 2020, year-to-date, net operating expenses were \$567,700 over budget.

Property Transfers

In the month of October, there were 39 property transfers which totaled \$174,600 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

At their meeting on 10/27, the LWCC Board approved retaining Warfel Construction as General Contractor for the project., as recommended by the LW Community Planning Advisory Committee.

Shredding Day

The community shredding day will be held on November 21st from 10am to 1pm in the Administration Building parking lot.

LW Strategic Plan

The strategic plan report is posted on the website for all residents to review.

All questions/comments can be directed to strategicplan@lwmc.com.

HR Corner

In the month of October, there were 4 new hires and 5 terminations.

LWMC has the following open positions:

- Administrative Assistant — Overlook
- Appliance Mechanic — PPD
- Clubhouse Operations Assistant — E&R
- Sanitation Driver — PPD
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD

Upcoming Office Closures:

- **Nov 26—**
Thanksgiving Day
- **December 25—**
Christmas Day

COVID Testing

Montgomery County has held 3 COVID-19 testing opportunities in Clubhouse I.

As testing dates become available, notice will be provided to residents via the CCTV channels and the residents website.

Testing is for residents only and an appointment is required.