

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
ZOOM CONFERENCE -
WEDNESDAY, December 30, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Barr, Lewis)
2. Approval of The Agenda
3. Approval of Minutes November 25, 2020 Meeting
4. Unit Owners and Residents Open Forum (30 Min.)
5. General Manager's Report
6. Treasurer's Report- **(Attachment)**
 - a. Approval of Invoices **(Attachment)**
7. Unfinished Business –
 - a. Comcast Cameras **(Attachment)**
8. New Business/Action Items –
 - a. Condo Fee- Building #91
 - b. ABM- Baker **(Attachment)**
 - c. FloorMax- Elevator Carpet Proposal Bldg #89**(Attachment)**
 - d. Schindler Proposal 2021 **(Attachment)**
 - e. Mutual Safety Plan
 - f. Evacuating Signs on Apartments
9. Correspondence-
 - A. Arnow Condo Fee Request **(Attachment)**
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Next Regular Board Meeting – Wednesday- January 27th, 2021; 1PM- Zoom
13. 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, November 25, 2020

Res.

#21 - #37

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, November 25, 2020 at 1:02 p.m.

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

Director Absent: Regina Goldsborough, Director.

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

Visitors: Jane Gervais, Clayton Lewis, Dennis Hawkins, Kenneth Sorkin, Gina Celenza-Kreuter, Arsenetta Hawthorne, Carole Chamberlain, ASL Interpreters: Mary K and Brian.

1. Call to Order – Mr. Dunn called the meeting to order at 1:02 p.m.
2. Board Resignation and Appointment- Mr. Dunn reported Ms. Chamberlain's Board resignation. Upon motion duly made and seconded, the Board agreed,

To appoint Mr. Clayton Lewis on the Board of Directors as an interim member for a one year term ending in the next annual meeting date.

Resolution #21, 11/25/2020

3. Approval of the Agenda – The agenda was approved as amended with addition to 8. B) Hearing and 9. C) ABM- Sorkin.
4. Approval of Minutes of October 28, 2020 – The October 28, 2020 Regular Board meeting minutes were approved as presented.
5. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting:
 - Kenneth Sorkin, from 89-2F, inquired about the hanging tree behind his building.
 - Arsenetta Hawthorne, from 89-1J, expressed her concern regarding a drainage problem by the tree near the outside of her unit.
 - Carole Chamberlain, from 88-3J, requested the hearing be held in the morning to accommodate Ms. Howell's schedule.

6. General Manager's Report – The November 2020 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.

7. 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 #22, 11/25/2020

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

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

Invoice List : Upon motion duly made and seconded, the board agreed,

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

\$1,258.64 **Schindler Invoice #7153213173-** Elevator out of service and stuck on unknown floor with the doors closed. Technician reported shorted switch on car top.

Resolution #23, 11/25/2020

\$1,559.25 **McFall & Berry Invoice #IN207828-** Supply and install 2020 fall annual flowers per proposal.

Resolution #24, 11/25/2020

\$4,050.00 **McFall & Berry Invoice #IN208049-** For taking down and removing several dead trees from buildings 90 and 93 as stated in the approved proposal.

Resolution #25, 11/25/2020

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

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

\$278.17 **A&A Restoration-** For the clean-up at 15310 Beaverbrook Court of feces in the trash room. Date of occurrence: 10/17/2020.

Resolution #26, 11/25/2020

Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting staff to invest the entire proceeds of the Synchrony bank CD that matures on December 22,2020 plus any interest earned at the best available rate for 24 months.

Resolution #27, 11/25/2020

8. Unfinished Business-

- A. Budget Approval for 2021- Upon motion duly made and seconded, the Board agreed,

To approve the proposed 2021 budget as mailed with the \$3.55 increase per unit to the membership and to also approve to mail the final copy.

Resolution #28, 11/25/2020

- B. Hearing- Upon motion duly made and seconded, the Board agreed,

To approve the hearing for the dog nuisance to be held on December 7th 10am via Zoom.

Resolution #29, 11/25/2020

9. New Business/Action Items

- A. Comcast Cameras- The Board discussed this matter and agreed that all decisions are postponed until further notice.

- B. ABM- Rittenberg- Upon motion duly made and seconded, the Board agreed,

To approve Ms. Rittenberg's ABM to replace the patio slider (sliding glass door) at 15210 Elkridge Way 93-3A.

Resolution #30, 11/25/2020

- C. ABM- Sorkin- Upon motion duly made and seconded, the Board agreed,

To approve Mr. Sorkin's ABM to replace eight windows throughout the unit at 15310 Beaverbrook Court 89-2F.

Resolution #31, 11/25/2020

- D. Approval of Audit Letter- Upon motion duly made and seconded, the Board agreed,

To approve the audit letter from Gross Mendelsohn to conduct the 2020 financial audit.

Resolution #32, 11/25/2020

- E. Free LED Bulb Replacement- After the Board's discussion, the matter is postponed until more information is obtained.

- F. Proposal for Trash Doors for Bldgs. 88 & 89- Upon motion duly made and seconded, the Board agreed,

To approve Ovation Renovation and Roofing LLC proposal to remove and dispose of two existing steel jambs and doors. Supply and install new Therma Tru 5/0x 83" RO flush steel metal jamb with deadbolt bore. Caulk and paint to match existing. To also approve deposit per terms and conditions.

Resolution #33, 11/25/2020

Upon motion duly made and seconded, the Board agreed,

To approve the proposal for the trash door at building 90 (15311 Beaverbrook

Court) and to approve payment and deposit per terms and conditions once received.

Resolution #34, 11/25/2020

G. Clean Gutters- Upon motion duly made and seconded, the Board agreed,

To approve Advantage Green to conduct the gutter cleaning throughout the Mutual in January 2021.

Resolution #35, 11/25/2020

H. McFall & Berry Proposals- Upon motion duly made and seconded, the Board agreed,

To approve McFall & Berry proposal #T20563AA and payment in the amount of \$300.00 to take down and remove declining Crab Apple tree with stump from the front of this building. Backfill hole as needed with soil then seed and straw at 15211 Elkridge Way.

Resolution #36, 11/25/2020

Upon motion duly made and seconded, the Board agreed,

To approve McFall & Berry proposal #T20566AA and payment in the amount of \$1,100.00 for an emergency removal of fallen tree with stump and all debris from the right side of the building due to wind storm at 15311 Beaverbrook Court.

Resolution #37, 11/25/2020

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

A. LWCC Board- Mr. Dunn reported the Strategic planning has been finalized and printed copies will be distributed along with the LW newspaper. The Board is leaning to approving the 3% resale fee in the community. Lastly, the handicap bus has been postponed until further notice.

B. Restaurant- No report at this time.

C. Tennis and Pickleball- No report at this time.

11. Building Representatives – Reports were presented from the Building Representatives at the meeting.

12. Next Regular Board Meeting – Wednesday, December 30th, 2020 at 1:00 p.m.- via Zoom

13. Adjournment – The meeting adjourned at 2:35 p.m.

Rita Mastrocco, Secretary

Mutual 19B - December 30, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 11/1/20	\$ 100,405.64
Total Receipts - November	120,566.37
Total Disbursements - November	<u>(106,295.52)</u>
Balance - 11/30/20	\$ 114,676.49

Net Operating Expenses

Year To Date - 11/30/20	\$ 12,167	Under Budget
Month of November - 2020	\$ 1,441	Under Budget

<u>Cash Investments</u>	<u>11/30/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,675,385.45	\$1,720,144
Maintenance Reserve	197,602.43	164,647
Insurance Deductible Reserve	22,263.83	33,337
Other	<u>175,408.59</u>	<u>164,623</u>
Total	\$2,070,660.30	\$2,082,751

Delinquent Report (as of December 16, 2020)

11 accounts have late fees and assessment charges of \$4,257.00
 (\$69 of above amount are from 4 accounts with fees over 30 days old)
 1 account has fee charges of \$9,964.00 - 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 \$12,560.00 starting from 12/1/18
 Total Delinquent = \$27,610.00

<u>Reserve Expenditures - YTD 11/30/20</u>	<u>To Reserves YTD 11/30/20</u>
Replacement Reserve	
\$ 243,071	
Maintenance Reserve	
31,381	
Insurance/Legal	
<u>10,987</u>	
Total	\$267,564
\$ 285,439	

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
118,551	118,551	0	5110	1,304,061	1,304,061	0
1,700	2,814	(1,114)	5111	31,183	30,954	229
60	0	60	5114	870	0	870
3,309	0	3,309	5200	285,439	0	285,439
(23,196)	(24,314)	1,118	5800	(267,564)	(267,448)	(116)
100,424	97,051	3,373		1,353,990	1,067,567	286,423
88	88	1	6112	963	968	6
0	0	0	6115	4,250	4,250	0
33	175	142	6117	5,223	1,925	(3,298)
4,468	4,686	218	6118	49,781	50,658	877
260	275	15	6118	2,877	3,025	148
520	933	413	6120	5,720	10,263	4,543
115	0	(115)	6125	385	0	(385)
0	0	0	6138	1,962	0	(1,962)
5,484	6,157	673		71,160	71,089	(71)
3,116	2,500	(616)	6202	31,158	27,500	(3,658)
1,591	1,638	47	6204	17,498	17,642	144
3,400	167	(3,233)	6204	6,687	1,837	(4,850)
0	111	111	6204	1,530	1,221	(309)
264	292	28	6209	1,724	3,212	1,488
0	333	333	6211	1,817	3,663	1,846
0	250	250	6211	3,199	2,750	(449)
0	33	33	6211	0	363	363
0	480	480	6211	6,940	5,280	(1,660)
6,530	1,167	(5,363)	6214	22,328	12,837	(9,491)
181	182	1	6224	1,991	2,002	11
15,081	7,153	(7,928)		94,872	78,307	(16,565)
1,209	2,880	1,671	6301	25,463	31,680	6,217
0	316	316	6301	0	3,476	3,476
10,298	12,996	2,698	6301	125,274	142,961	17,687
0	(81)	(81)	6301	0	(891)	(891)
9,453	11,833	2,380	6303	101,941	120,955	19,014

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 11/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
20,960	27,944	6,984	TOTAL UTILITY EXPENSES	252,678	298,181	45,503
0	167	167	OTHER EXPENSES			
340	167	(173)	01 Activities	122	1,837	1,715
			Bad Debt	3,400	1,837	(1,563)
340	334	(6)	TOTAL OTHER EXPENSES	3,522	3,674	152
41,865	41,588	(277)	TOTAL OPERATING EXPENSES	422,232	451,251	29,019
0	0	0	RESERVE EXPENSES			
0	0	0	01 RR Concrete	223,725	0	(223,725)
0	0	0	06 RR Elevator	2,324	0	(2,324)
0	0	0	11 RR Drainage	7,490	0	(7,490)
0	0	0	12 RR Plumbing	9,532	0	(9,532)
742	0	(742)	03 MR Electrical	6,247	0	(6,247)
0	0	0	05 MR Plumbing	2,962	0	(2,962)
107	0	(107)	08 MR HVAC	1,223	0	(1,223)
0	0	0	09 MR Gutters	4,233	0	(4,233)
376	0	(376)	10 MR Other	2,980	0	(2,980)
919	0	(919)	12 MR Building Maint	9,244	0	(9,244)
0	0	0	14 MR Painting	2,414	0	(2,414)
47	0	(47)	21 MR Elevators	863	0	(863)
0	0	0	28 MR Siding Repairs	1,218	0	(1,218)
1,117	0	(1,117)	01 ILR Insurance/Legal	10,987	0	(10,987)
3,309	0	(3,309)	TOTAL RESERVE EXPENSES	285,439	0	(285,439)
6,568	7,094	526	COMMUNITY FACILITIES			
2,412	2,715	303	10 Administration	80,681	78,030	(2,651)
2,078	2,226	148	20 Education & Recreation	28,945	29,869	924
0	(170)	(170)	21 Club House II	23,304	24,486	1,182
186	143	(43)	22 LW News	482	(1,871)	(2,353)
(74)	(158)	(84)	25 Food Service	1,707	1,571	(136)
594	300	(294)	30 Medical Center	(742)	(1,732)	(990)
1,552	1,552	0	40 PPD Management	9,314	3,304	(6,010)
1,707	1,745	38	41 Grounds	17,071	17,071	0
12,283	12,306	23	43 Trash	19,556	19,196	(360)
1,187	1,079	(108)	58 TV	135,114	135,366	252
5,752	5,300	(452)	60 Transportation	12,506	11,874	(632)
520	571	51	65 Security	58,187	58,305	118
186	951	765	70 Street Lights	6,234	6,283	49
			80 Golf Course	9,500	10,465	965

MUTUAL 19B
CASH INVESTMENTS
November 30, 2020

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							114,676.49	114,676.49
MONEY MARKET									
	ATLANTIC UNION BANK	0.10%						10,102.50	10,102.50
	AXOS BANK	0.14%						50,015.71	50,015.71
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ATLANTIC UNION BANK	0.20%			0.00	51,080.19	3,897.91		54,978.10
	AXOS BANK	0.14%			91,873.36	17,005.93	1,252.20		110,131.49
100028	PACIFIC NATIONAL BANK	0.77%			100,130.94	131,386.01	17,391.89		248,908.84
CERTIFICATES OF DEPOSIT									
100018	SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	164,909.08				164,909.08
100032	SANDY SPRING BANK	2.47%	150,000.00	03/13/2021	154,400.73				154,400.73
100039	CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
100033	CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021	108,211.04				108,211.04
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	106,612.38				106,612.38
100037	BANK OZK	0.99%	155,357.73	07/17/2022	155,357.73				155,357.73
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	54,066.41				54,066.41
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,253.19				111,253.19
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
	DUE TO FROM:				1,533.98	(1,869.70)	(278.17)	613.89	
TOTAL									
					1,675,385.45	197,602.43	22,263.83	175,408.59	2,070,660.30



General Manager's Report

December 2020

December 15, 2020

Community Financials

For the period ending November 30, 2020, net operating expenses were \$7,900 over budget.

Year-to-date, net operating expenses were \$611,600 over budget.

Property Transfers

In the month of November, there were 36 property transfers which totaled \$165,000 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. The LWCC Board will hold a special meeting on 12/18 to act on funding the project.

LWCC Board of Directors 2021 Organizational Meeting

The LWCC Board of Directors Organizational Meeting will be held on Friday, January 8, 2021 at 9:30am via Zoom.

LW Strategic Plan

The strategic plan report will be delivered to each resident. All questions/comments can be directed to strategicplan@lwmc.com.

HR Corner

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

LWMC has the following open positions:

- Appliance Mechanic — PPD
- Maintenance Technician — PPD/Special Projects
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD

Upcoming Office Closures:

- **December 25-**
Christmas Day
- **January 1—**
New Year's Day