

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
SULLIVAN ROOM - 1:00 P.M.  
WEDNESDAY, JANUARY 29, 2020

AGENDA

- |  | <b>Page No.</b> |
|--|-----------------|
| 1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)          |                 |
| 2. Approval of The Agenda  |                 |
| 3. Approval of Minutes December 3, 2019 Meeting  | 1-3             |
| 4. Unit Owners and Residents Open Forum (30 Min.)  |                 |
| 5. General Manager's Report  | 5-7             |
| 6. Treasurer's Report- <b>(Attachment)</b>   | 8-9             |
| a. Approval of Invoices <b>(Attachment)</b>  | 10              |
| b. CD Resolution   |                 |
| 7. Unfinished Business –   |                 |
| a. Updates Ongoing Projects- Bylaws  |                 |
| b. EagleMat- Elevator Pads Proposal <b>(Attachment)</b>  | 11              |
| c. Stansbury Meeting with Manuel   |                 |
| 8. New Business/Action Items –   |                 |
| a. We Interpret Proposal <b>(Attachment)</b>   | 12              |
| b. Discussion of Electing Our Representative to The LWCC Board                                 |                 |
| c. Call for Candidates Letter  |                 |
| d. 2020 Maintenance Agreement <b>(Attachment)</b>  | 13              |
| 9. Leisure World Board of Directors and Advisory Committee Reports                             |                 |
| 10. Building Representatives   |                 |
| 11. Next Regular Board Meeting – Wednesday, February 26 <sup>th</sup> at 1:00pm; Sullivan Room |                 |
| 12. Adjournment  |                 |

REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B –  
CONDOMINIUM OF ROSSMOOR, INC.  
ANNAPOLIS ROOM – 1:00 P.M.  
TUESDAY, DECEMBER 3, 2019

**Res. #102-#109**

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 Annapolis Room of the Clubhouse I on Tuesday, December 3, 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 Regina Goldsborough, Director.

Directors Absent: Sigrid Nadeau, Director.

Management: Melissa Pelaez, Asst. General Manager of Support Services;  
Alexa Cuque, Mutual Assistant.

Visitors: Charles Middleton, Jane Gervais, Dennis Hawkins, Clayton Lewis, Elaine Adler, Barbara Long, Mary Rossi, Kina Merdinian and JoAnn Fredenburg-Grant.

1. Call to Order – Mr. Dunn called the meeting to order at 1:02 p.m.
2. Approval of the Agenda – The agenda was approved as amended. Addition to Unfinished Business; B) Gutter Cleaning Update.
3. Approval of Minutes of October 30, 2019 – The October 30, 2019 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.
  - Dennis Hawkins, from 89-1E, reported an owner tied their dog in front of the building. Mr. Hawkins expressed his concerned because the dog was aggressive. Upon motion duly made and seconded, the Board agreed,

To have Mr. Dunn write a letter to the resident expressing concerns regarding the dog being tied to the bench and aggressively barking at people walking by.

**Resolution #102, 12/03/19**

- Elaine Adler, from 92-2K, expressed her position regarding the water heater problem that occurred in her unit that caused damages to the unit below.
- Rita Mastrorocco, from 92-1H, suggested a concrete pathway from the sidewalk to the concrete slab that was placed by PPD for the new bench.
- Regina Goldsborough, from 88-3E, reported a metal strip hanging from the top of the building that needs to be looked at immediately.

5. General Manager's Report – The mid November 2019 General Manager's Report was presented by Mrs. Pelaez. All questions and comments were responded to by Mrs. Pelaez.
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,

Authorizes the Mutual attorney to pursue legal action against account #91320 for failure to pay insurance claim for the incident that occurred on May 11<sup>th</sup>, 2019.

**Resolution #103, 12/03/19**

Upon motion duly made and seconded, the Board agreed,

To approve the presented Treasurer's report.

**Resolution #104, 12/03/19**

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

**\$115.00** Paul Eisenhaur – For the annual website maintenance including web domain, back up and domain privacy for Mutual 19B. (11/11/19).

**\$77.00** LWMC Physical Properties Invoice #167240— Worked performed at 15310 Beaverbrook Court B:89 to repair the mortar and brick missing by the building entrance. (11/21/19)

**\$1,067.00** Dynalectric Inc.— For work performed for the 4<sup>th</sup> quarterly inspection. (11/01/19)

**Resolution #105, 12/03/19**

**Insurance Claim:** The Board discussed some concerns regarding the insurance claim presented. Upon motion duly made and seconded, the board agreed,

To authorize Mr. Gervais up to \$5,000.00 for the insurance claim, after the concerns and questions have been cleared.

**Resolution #106, 12/03/19**

- B. PPD Invoice- Ms. Merdinian- Upon motion duly made and seconded, the Board agreed,

To pay invoice #54527 dated 03/18/15 for the amount of \$679.01

**Resolution #107, 12/03/19**

- C. CD Activity Approval- Mr. Gervais presented the Board with a CD that requires action. 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 12/22/19 plus any interest earned at the best available rate for the time period up to 36 months.

**Resolution #108, 12/03/19**

7. Unfinished Business-

- A. Updates Ongoing Projects- Bylaws- Mr. Gervais reported the Bylaws are in the process to be properly formatted for review.
- B. Gutter Cleaning Update- The Mutual will be receiving their annual gutter cleaning on from PPD on December 4, 2019, weather permitting.

8. New Business/Action Items

- A. Janitorial Request for Elevator Pads- The Board discussed a January meeting with the Janitorial staff to discuss some concerns. The Board requested a price for the elevator pads and approved up to \$1,000.00.
- B. Holiday Gifts- Upon motion duly made and seconded, the Board agreed,

To approve the presented holiday gift list.

**Resolution #109, 12/03/19**

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

- A. LWCC Board – Mr. Dunn reported the Medical Center made a presentation and provided statistics and information that will improve the Medical Center; There was a golf course presentation regarding the proposed improvements to the golf course including concerns about the storm management drainage system; The Advisory Committees for 2020 were approved.
  - B. Restaurant – None at this time.
  - C. E&R- None at this time.
  - D. Landscape- None at this time.
10. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
11. Next Regular Board Meeting – Wednesday, January 29<sup>th</sup>, Sullivan Room at 1:00 p.m.
12. Adjournment – The meeting adjourned at 3:18 p.m.

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Rita Mastrorocco, Secretary

Mutual 19B - January 29, 2020 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 12/1/19	\$180,367.93
Total Receipts - December	109,831.73
Total Disbursements - December	<u>(129,662.52)</u>
Balance - 12/31/19	\$160,537.14

Net Operating Expenses

Year To Date - 12/31/19	\$ 25,314	Under Budget
Month of December 2019	\$(12,040)	Over Budget

Cash Investments 12/31/19

Replacement Reserve	\$1,720,143.86
Maintenance Reserve	164,646.60
Insurance Deductible Reserve	33,336.91
Other	<u>164,622.81</u>
Total	\$2,082,750.18

Delinquent Report (as of December 16, 2019)

16 accounts have fee charges of \$2,977.25 less than 30 days old  
(\$60 of above amount are for late charges - 30 to 90 days old)  
1 account has fee charges of \$2,369.00 - 90 days old  
1 account has an insurance claim of \$2,875.43 from July 2, 2019  
1 account owes fees of \$7,027.00 starting from 12/1/18  
Total Delinquent = \$15,248.68

<u>Reserve Expenditures - YTD 12/31/19</u>	<u>To Reserves YTD 12/31/19</u>
Replacement Reserve	\$164,677
Maintenance Reserve	58,959
Insurance/Legal	<u>4,458</u>
Total	\$228,094
	\$317,719

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B

Mutual Revenue And Expense Statement

12/31/2019

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
112,342	112,342	1,348,104	1,348,104	0	1,348,104	0
3,781	1,982	42,419	23,773	1,799	23,773	18,646
90	0	900	0	90	0	900
0	0	613	0	0	0	613
0	0	50	0	0	0	50
9,976	0	228,094	0	9,976	0	228,094
(26,722)	(24,920)	(317,719)	(299,073)	(1,802)	(299,073)	(18,646)
99,467	89,404	1,302,461	1,072,804	10,063	1,072,804	229,657
<b>INCOME</b>						
88	88	1,050	1,050	1	1,050	0
0	0	4,250	4,600	0	4,600	350
350	0	2,506	0	(350)	0	(2,506)
4,559	4,472	53,481	53,040	(87)	53,040	(441)
275	285	3,294	3,420	11	3,420	126
906	922	11,172	11,119	16	11,119	(53)
1,450	0	1,590	0	(1,450)	0	(1,590)
7,627	5,767	77,343	73,229	(1,860)	73,229	(4,114)
<b>ADMINISTRATIVE EXPENSES</b>						
Common Ownership Fee						
Audit						
Income Taxes						
01 Insurance Property						
03 Insurance Fidelity						
Property Mgmt Services						
Miscellaneous						
<b>TOTAL ADMINISTRATIVE EXPENSES</b>						
2,800	3,500	28,000	42,000	700	42,000	14,000
1,591	1,640	19,089	19,279	49	19,279	190
0	337	1,762	4,000	337	4,000	2,239
0	111	1,330	1,330	111	1,330	0
154	292	3,581	3,500	138	3,500	(81)
0	337	4,037	4,000	337	4,000	(37)
0	150	3,255	1,800	150	1,800	(1,455)
0	37	0	400	37	400	400
5,760	417	5,760	5,000	(5,343)	5,000	(760)
4,429	1,250	15,102	15,000	(3,179)	15,000	(102)
176	184	2,112	2,186	8	2,186	74
14,910	8,255	84,027	98,495	(6,655)	98,495	14,468
<b>BUILDING EXPENSES</b>						
06 General Maintenance						
01 Elevator Contract						
02 Elevator Overtime						
03 Elevator Inspections						
Pest Control						
05 Sprinkler Contract						
06 Repair Sprinkler, F/A						
07 Fire Marshli, Permit						
10 F/A Inspections						
02 Grounds Landscaping						
Telephone						
<b>TOTAL BUILDING EXPENSES</b>						
3,542	4,200	33,211	35,000	658	35,000	1,789
0	(801)	0	(6,678)	(801)	(6,678)	(6,678)
22,182	21,000	155,820	175,000	(1,182)	175,000	19,180
0	(2,396)	0	(19,970)	(2,396)	(19,970)	(19,970)
<b>UTILITY EXPENSES</b>						
98 Electric Com Area						
96 Electric Pr Yr CA						
99 Electric Master						
97 Electric Pr Yr MM						

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 12/31/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	6303	99 Water	YTD ACTUAL	YTD BUDGET	VARIANCE
8,693	9,091	398	6303	99 Water	89,266	113,632	24,366
34,418	31,094	(3,324)		TOTAL UTILITY EXPENSES	278,297	296,984	18,687
1,339	167	(1,172)	6401	OTHER EXPENSES			
0	163	163	6403	01 Activities	1,339	2,000	661
				Bad Debt	2,000	2,000	0
1,339	330	(1,009)		TOTAL OTHER EXPENSES	3,339	4,000	661
58,294	45,446	(12,848)		TOTAL OPERATING EXPENSES	443,006	472,708	29,702
				RESERVE EXPENSES			
0	0	0	6900	01 RR Concrete	23,938	0	(23,938)
0	0	0	6900	11 RR Drainage	36,599	0	(36,599)
0	0	0	6900	20 RR Other	93,345	0	(93,345)
0	0	0	6900	35 RR Doors	10,795	0	(10,795)
1,189	0	(1,189)	6900	03 MR Electrical	7,774	0	(7,774)
0	0	0	6900	05 MR Plumbing	16,795	0	(16,795)
0	0	0	6900	08 MR HVAC	5,164	0	(5,164)
77	0	(77)	6900	09 MR Gutters	692	0	(692)
417	0	(417)	6900	10 MR Other	5,826	0	(5,826)
190	0	(190)	6900	12 MR Building Maint	9,972	0	(9,972)
0	0	0	6900	14 MR Painting	3,158	0	(3,158)
0	0	0	6900	20 MR Dryer Vents	52	0	(52)
5,880	0	(5,880)	6900	22 MR Benches	5,880	0	(5,880)
0	0	0	6900	30 MR Ceiling Repairs	1,961	0	(1,961)
1,123	0	(1,123)	6900	35 MR Renovations	1,685	0	(1,685)
1,100	0	(1,100)	6900	01 ILR Insurance/Legal	4,458	0	(4,458)
9,976	0	(9,976)		TOTAL RESERVE EXPENSES	228,094	0	(228,094)
7,006	6,781	(225)	7100	COMMUNITY FACILITIES			
3,043	2,642	(401)	7100	10 Administration	86,614	81,369	(5,245)
2,227	2,167	(60)	7100	20 Education & Recreation	33,843	31,702	(2,141)
0	(136)	(136)	7100	21 Club House II	26,088	26,006	(82)
148	147	(1)	7100	22 LW News	(835)	(1,636)	(801)
(334)	(311)	23	7100	25 Food Service	1,930	1,764	(166)
334	158	(176)	7100	30 Medical Center	(3,488)	(3,730)	(242)
1,506	1,506	0	7100	40 PPD Management	4,193	1,890	(2,303)
1,855	1,728	(127)	7100	41 Grounds	18,068	18,068	0
			7100	43 Trash	20,410	20,740	330

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 12/31/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
6,680	7,050	84,238	84,596	370	84,596	358
1,076	1,073	12,914	12,877	(3)	12,877	(37)
4,639	5,082	59,560	60,984	443	60,984	1,424
594	599	7,125	7,182	5	7,182	57
371	922	11,096	11,063	551	11,063	(33)
148	130	2,004	1,562	(18)	1,562	(442)
26	27	312	328	1	328	16
248	248	2,974	2,974	0	2,974	0
4,683	4,683	56,196	56,196	0	56,196	0
372	372	4,486	4,486	0	4,486	0
1,284	1,284	15,397	15,397	0	15,397	0
0	546	0	6,552	546	6,552	6,552
35,906	36,698	443,124	440,370	792	440,370	(2,754)
TOTAL COMMUNITY FACILITIES						
MUTUAL OPERATING						
5,008	4,810	61,915	57,717	(198)	57,717	(4,198)
4,666	4,666	55,988	55,988	0	55,988	0
0	0	223	0	0	0	(223)
260	332	3,228	3,982	72	3,982	754
3,670	3,670	44,040	44,040	0	44,040	0
223	61	1,855	731	(162)	731	(1,124)
0	0	297	0	0	0	(297)
0	0	223	0	0	0	(223)
0	0	186	0	0	0	(186)
0	0	148	0	0	0	(148)
0	0	148	0	0	0	(148)
0	217	0	2,596	217	2,596	2,596
13,827	13,756	168,252	165,054	(71)	165,054	(3,198)
TOTAL MUTUAL OPERATING						
118,003	95,900	1,282,475	1,078,132	(22,103)	1,078,132	(204,343)
(18,536)	(6,496)	19,986	(5,328)	(12,040)	(5,328)	25,314
INCOME/DEFICIT						



MUTUAL 19B  
CASH INVESTMENTS  
December 31, 2019

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							160,537.14	160,537.14
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK	2.00%			2,221.87	66,558.41	16,019.81		84,800.09
AXOS BANK	1.51%			202,787.03				202,787.03
PACIFIC NATIONAL BANK	2.25%			45,094.64	107,854.08	18,417.10		171,365.82
<b>CERTIFICATES OF DEPOSIT</b>								
SONA BANK	2.80%	53,210.81	02/05/2020	53,210.81				53,210.81
SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
FVC BANK	2.75%	103,070.06	04/30/2020	104,956.34				104,956.34
EH NATIONAL BANK	2.85%	150,000.00	07/10/2020	150,000.00				150,000.00
TIAA BANK	1.98%	104,658.29	08/23/2020	109,662.31				109,662.31
STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	105,876.50				105,876.50
SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	161,590.33				161,590.33
REVERE BANK	2.47%	150,000.00	03/13/2021	150,927.20				150,927.20
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
<b>DUE TO FROM:</b>								
				6,780.22	(9,765.89)	(1,100.00)	4,085.67	
<b>TOTAL</b>				<b>1,720,143.86</b>	<b>164,646.60</b>	<b>33,336.91</b>	<b>164,622.81</b>	<b>2,082,750.18</b>



# General Manager's Report

**January 2020**

January 22, 2020

## Community Financials

For the period ending December 31, 2019 net operating expenses were \$15,700 under budget

As of December 31, 2019, year-to-date, net operating expenses were 69,700 over budget.

The auditors are currently working on the 2019 fiscal year audit and are expected to be onsite the week of January 27th to complete their field work.

## Property Transfers

In the month of December, there were 35 property transfers which totaled \$166,900 in transfer fees. Please see attached summary of 2019 property transfers.

## Lawsuit Status

The judge heard testimony regarding the Motion to Dismiss on November 26th and ruled in favor of Leisure World on all counts.

The plaintiffs filed an appeal on December 27th following the November 2019 decision.

## Clubhouse I/ Admin Bldg Site Plan Amendment Update

The updated Facilities Enhancement Plan (FEP) cashflow report will be presented to the Budget & Finance Advisory Committee on January 15th. The report will also be reviewed by the Executive Committee and LWCC Board of Directors at their regularly scheduled meetings in January.

## PEPCO Reliability Power Improvements

PEPCO is expected to work in the community from January 6th to August 28th.

They will be installing 25,000 lineal feet of new power lines, 8 air switches, 37 transformers, and replacing "life front" transformers with "dead front" types for increased safety.

The 3 primary work areas are: 1) Rossmoor & LW Blvd, 2) Connecticut Ave & LW Blvd, 3) entire west side of LW Blvd from Medical Center on north side to Connecticut Ave on south side of community.

## Upcoming Office Closures:

- **February 17** — President's Day

## 2021 Budget Process

Beginning in February, a series of articles will be published to educate residents on the composition of the budget and the process.

## Montgomery County Council Town Hall

The Montgomery County Council has scheduled a town hall meeting at Leisure World to be held on March 11th from 9am to 11am.

## Comcast Installation Update

The onsite Comcast office is now open Monday, Wednesday and Friday from 10am to 3pm in Clubhouse I (Harbor Room).

As of 1/13/20, 89% of units in the community have completed installation.

Residents had through Wednesday, Jan. 15, to schedule a free installation of Leisure World's newly upgraded Comcast Xfinity cable TV and internet services.

## Comcast—Infrastructure Update

Thus far, Comcast has installed approximately 43,000 ft of cable within the community. They are targeting 50 nodes in operation at the conclusion of the migration process.

The migration process began on January 7th. Comcast plans to work on node migration between midnight and 6 a.m. Some residents in mutuels 7 through 15 may see temporary interruptions of their service during the node migration.

## HR Corner

In the month of December, there were 3 new hires and 6 departures.

We have the following open positions:

- Administrative Assistant—Overlook M26
- Accounts Receivable Clerk (PPD)
- Security Guard
- Service Plumber

## LEISURE WORLD OF MARYLAND RESALES - 2019

MONTH	MONTGOMERY MUTUAL	CONDOMINIUMS	H.O.A.	TOTAL		R. I. F. COLLECTED
JANUARY	7	23	0	30		\$118,298.98
FEBRUARY	4	12	0	16		\$59,410.00
MARCH	4	20	0	24		\$93,932.00
APRIL	9	26	1	36		\$163,127.98
MAY	3	31	0	34		\$155,739.98
JUNE	7	29	1	37		\$160,014.80
JULY	3	31	2	36		\$174,137.80
AUGUST	5	22	0	27		\$116,728.18
SEPTEMBER	9	33	1	43		\$165,282.88
OCTOBER	5	36	0	41		\$177,645.90
NOVEMBER	6	25	1	32		\$141,667.00
DECEMBER	6	29	0	35		\$166,864.00
<b>TOTAL</b>	<b>68</b>	<b>317</b>	<b>6</b>	<b>391</b>		<b>\$1,692,849.50</b>