

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
SULLIVAN ROOM - 1:00 P.M.  
WEDNESDAY, FEBRUARY 26, 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 January 29, 2020 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               |
| 7. Unfinished Business –  |                 |
| a. Updates Ongoing Projects- Bylaws <b>(Attachment)</b>                                     | 9               |
| b. We Interpret- Revised Proposal <b>(Attachment)</b>                                       | 10              |
| 8. New Business/Action Items –  |                 |
| a. Schindler Elevator- Ronnie Holmes <b>(Attachment)</b>                                    | 11              |
| b. STAIR-LIFT- Maureen McCleary <b>(Attachment)</b>   | 12-13           |
| c. LWCC Board Representative-   |                 |
| 9. Leisure World Board of Directors and Advisory Committee Reports                          |                 |
| 10. Building Representatives  |                 |
| 11. Next Regular Board Meeting – Wednesday, March 25 <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.  
SULLIVAN ROOM – 1:00 P.M.  
WEDNESDAY, JANUARY 29, 2020

**Res. #111-#120**

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, January 29, 2020 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; Sigrid Nadeau, Director.

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

Visitors: Charles Middleton, Jane Gervais, Dennis Hawkins, Clayton Lewis, Barbara Long, JoAnn Fredenburg-Grant, Maureen McCleary, Kenneth and Christine Sorkin, Muriel and Jim Brewer, Pauline Tallerico and Brian Millin (Interpreter- ASL).

1. Call to Order – Mr. Dunn called the meeting to order at 1:01 p.m.
2. Approval of Minutes of December 3, 2019 – The December 3, 2019 Regular Board meeting minutes were approved as presented.
3. Approval of the Agenda – The agenda was approved as amended. Addition to Unfinished Business; D) Security Cameras and New Business; E) Annual Meeting Discussion 2020.
4. Stansbury Meeting with Manuel- Elevator paddings were discussed and 2 sets of pads were requested by Stansbury. Building Representative expressed their concerns about the elevator paddings staying up longer than usual and how it can improve. Manuel answered all concerns and questions regarding the cleaning products being used and the elevators pads.
5. Eaglemat- Elevator Pads Proposal- Upon motion duly made and seconded, the Board agreed,  
To approve the purchase of two sets of elevator pads from Eaglemat.  
**Resolution #111, 01/29/2020**
6. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting.
  - Charlie Middleton, from 91-1C, expressed his concerns about delivery packages being left outside of doors and becoming a trip hazard to residents walking.
  - Pauline Tallerico, from 92-1C, requested the status of the dog sign for building 92. She

also asked about a concrete path to the concrete slab where the bench is. Mr. Dunn informed her that concrete slab needs to settle to get rid of the problem. If the problem still exists by Spring action will be taken.

7. General Manager's Report – The January 2020 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
8. 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 authorize the Mutual Attorney to pursue legal action against account #91228 for failure to pay condo fees due since October 1<sup>st</sup>, 2019 which amounts to \$2,369.00.

**Resolution #112, 01/29/2020**

Upon motion duly made and seconded, the Board agreed,

To approve the presented Treasurer's report.

**Resolution #113, 01/29/2020**

- A. CD Resolution- Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Sona Bank CD that matures on 02/05/2020 plus any interest earned at the best available rate for a time period 18 to 36 months.

**Resolution #114, 01/29/2020**

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

**Insurance Claim:**

**\$5,000.00** Found main condensate line clogged. Insurance claim deductible for unit owner at 15310 Beaverbrook Court 89-1H. Date of Occurrence: 06/17/19.

**Resolution #115, 01/29/2020**

9. Unfinished Business-
  - A. Updates Ongoing Projects- Bylaws- Mr. Gervais reported the Bylaws have been properly formatted and briefly reviewed the following proposed Bylaw changes:
    - Article IV- Meeting of Unit Owners: Change 51% quorum to 25%.
    - Article V- Directors: Change from a majority of Directors have to be owners to all Directors have to be owners or change to all but one have to be owners. Add requirement that all directors be residents.
    - Article VI- Use Restrictions: Insert language that would not allow an owner to rent unit during the first 24 months of ownership. Exceptions may be made by the Board and units transferred within families.
    - Article XII- Casualty Damage- Reconstruction or Repair: Insurance Deductible increase amount from \$1,000.00 to \$5,000.00.

Upon motion duly made and seconded, the Board agreed,

To authorize staff to make the Bylaws available to the resident website, copies can be available if requested to Alexa and for the Bylaws to be mentioned in the next newsletter.

**Resolution #116, 01/29/2020**

- B. Security Cameras- Virginia Austin expressed her concerns about things going missing at 15210 Elkridge Way and described an incident with the elevator doors propped open by an item and has requested security cameras for the building. Upon motion duly made and seconded, the Board agreed,

To approve up to \$1,000.00 to acquire surveillance cameras for each floor for building #91- 15210 Elkridge Way.

**Resolution #117, 01/29/2020**

10. New Business/Action Items

- A. We Interpret Proposal- The Board discussed the duration of the meetings and how two interpreters would be needed. A revised proposal will be requested to include two interpreters for a four-hour meeting. A resident also suggested the MVA has certified interpreters that are local and can be a good option to venture out to their services.

- B. Call for Candidates Letter- The Board discussed the Call for Candidates Letter and agreed it should state for the candidates to provide a description of their qualifications and what they can contribute to the Mutual Board.

- C. 2020 Maintenance Agreement- Upon motion duly made and seconded, the Board agreed,

To approve the 2020 Maintenance Agreement with the change of removing the gutter cleaning from the Agreement.

**Resolution #118, 01/29/2020**

- D. Annual Meeting Discussion 2020- Upon motion duly made and seconded, the Board agreed,

To approve the drafted dates for the Annual Meeting and the proper schedule to mail out the necessary items.

**Resolution #119, 01/29/2020**

Ms. McCleary informed the Board the 2020 Holiday Party will take place on December 13<sup>th</sup> from 1-4pm in the CHI. Annual Meeting desserts were discussed. Upon motion made and seconded, the Board agreed,

To approve up to \$600.00 for desserts and refreshments for the 2020 Annual Meeting.

**Resolution #120, 01/29/2020**

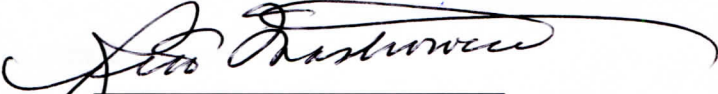
11. Leisure World Board of Directors and Advisory Committee Reports-

- A. LWCC Board: Mr. Dunn reported the Board approved three major tasks for the General Manger to follow that include: To develop a plan for PPD, to identify who the customers are and how much work is being done, and to prepare an action plan against work performance.
- B. Landscape- None at this time.
- C. Restaurant: Ms. Mastrorocco reported the committee and Ed (from the restaurant) had a discussion of issues of buffet lines and problems. Next meeting will be held on March 16, 2020. Holiday banquet season was very strong, now in slow down until St. Valentine's Day, St. Patrick's Day and Mother's Day. Passed proposed Terrace and Stein Room and Clubhouse Grille Menus. The Grille will be open Wednesday through Saturday from 4pm to 9pm. Passed out schedule for Crab Feast for July 29<sup>th</sup>, August 26<sup>th</sup>, September 30<sup>th</sup>, and October 28<sup>th</sup>. Tickets will cost \$40.00 when purchased before January 31<sup>st</sup>; \$45.00 before February 29<sup>th</sup>; and \$50.00 before March 31<sup>st</sup>. Otherwise the tickets will cost \$60.00. Passed out the catering menu with prices; No health inspections.
- D. E&R: Ms. Goldsborough reported events are scheduled and they are very advertised. The Dividend club created a presentation informing the committee that they are a group being formed to educate its Leisure World members of the opportunities to invest in rock-solid dividend-paying companies.
- E. Pickleball: None at this time.

12. Building Representatives – Reports were presented from the Building Representatives present at the meeting.

13. Next Regular Board Meeting – Wednesday, February 26<sup>th</sup>, 2020; Sullivan Room at 1:00 p.m.

14. Adjournment – The meeting adjourned at 4:49 p.m.

  
Rita Mastrorocco, Secretary

Mutual 19B - February 26, 2020 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 1/1/20	\$160,537.14
Total Receipts - January	143,915.39
Total Disbursements - January	<u>(149,462.06)</u>
Balance - 1/31/20	\$154,990.47

Net Operating Expenses

Year To Date - 1/31/20	\$ 3,443	Under Budget
Month of January 2020	\$ 3,443	Under Budget

Cash Investments 1/31/20

Replacement Reserve	\$1,738,884.20
Maintenance Reserve	169,920.72
Insurance Deductible Reserve	33,812.27
Other	<u>153,803.06</u>
Total	\$2,096,420.25

Delinquent Report (as of February 16, 2020)

12 accounts have fee charges of \$1,084.50 less than 30 days old  
 (\$98 of above amount are for fees and late charges - 30 to 90 days old)  
 1 account has fee charges of \$2,983.00 - 90 days old  
 1 account has an insurance claim of \$2,875.43 from July 2, 2019  
 1 account owes fees of \$7,530.00 starting from 12/1/18  
 Total Delinquent = \$14,472.93

<u>Reserve Expenditures - YTD 1/31/20</u>	<u>To Reserves YTD 1/31/20</u>
Replacement Reserve \$ 0	
Maintenance Reserve 702	
Insurance/Legal 0	
Total \$ 702	\$25,192

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 01/31/2020

# UNAUDITED

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE		YTD	YTD	VARIANCE
ACTUAL	BUDGET			ACTUAL	BUDGET	
118,551	118,551	0	5110	118,551	118,551	0
3,703	2,814	889	5111	3,703	2,814	889
90	0	90	5114	90	0	90
702	0	702	5200	702	0	702
(25,192)	(24,308)	(884)	5800	(25,192)	(24,308)	(884)
97,854	97,057	797		97,854	97,057	797
88	88	1	6112	88	88	1
0	175	175	6117	0	175	175
4,559	4,559	0	6118	4,559	4,559	0
275	275	1	6118	275	275	1
943	933	(10)	6120	943	933	(10)
60	0	(60)	6125	60	0	(60)
5,924	6,030	106		5,924	6,030	106
0	2,500	2,500	6202	0	2,500	2,500
1,591	1,591	0	6204	1,591	1,591	0
0	167	167	6204	0	167	167
0	111	111	6204	0	111	111
0	292	292	6209	0	292	292
0	333	333	6211	0	333	333
0	250	250	6211	0	250	250
0	33	33	6211	0	33	33
0	480	480	6211	0	480	480
0	1,167	1,167	6214	0	1,167	1,167
176	182	6	6224	176	182	6
1,767	7,106	5,339		1,767	7,106	5,339
5,929	5,040	(889)	6301	5,929	5,040	(889)
0	316	316	6301	0	316	316
19,735	22,744	3,009	6301	19,735	22,744	3,009
0	(81)	(81)	6301	0	(81)	(81)
10,019	7,888	(2,131)	6303	10,019	7,888	(2,131)
35,683	35,907	225		35,683	35,907	225

INCOME

Assessments

Interest Income

Late Fees

Transfers From Funded Reserve

Transfers To Funded Reserves

TOTAL INCOME

ADMINISTRATIVE EXPENSES

Common Ownership Fee

Income Taxes

01 Insurance Property

03 Insurance Fidelity

Property Mgmt Services *423 760 MUCH*

Miscellaneous

TOTAL ADMINISTRATIVE EXPENSES

BUILDING EXPENSES

06 General Maintenance

01 Elevator Contract

02 Elevator Overtime

03 Elevator Inspections

Pest Control

05 Sprinkler Contract

06 Repair Sprinkler,F/A

07 Fire Marshll, Permit

10 F/A Inspections

02 Grounds Landscaping

Telephone

TOTAL BUILDING EXPENSES

UTILITY EXPENSES

98 Electric Com Area

96 Electric Pr Yr CA

99 Electric Master

97 Electric Pr Yr MM

99 Water

TOTAL UTILITY EXPENSES

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
01/31/2020

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
122	167	45	122	167	45
0	167	167	0	167	167
122	334	212	122	334	212
43,496	49,377	5,881	43,496	49,377	5,881
155	0	(155)	155	0	(155)
101	0	(101)	101	0	(101)
257	0	(257)	257	0	(257)
190	0	(190)	190	0	(190)
702	0	(702)	702	0	(702)
7,882	7,090	(792)	7,882	7,090	(792)
2,783	2,719	(64)	2,783	2,719	(64)
2,412	2,226	(186)	2,412	2,226	(186)
0	(171)	(171)	0	(171)	(171)
148	141	(7)	148	141	(7)
(148)	(152)	(4)	(148)	(152)	(4)
742	304	(438)	742	304	(438)
1,551	1,551	0	1,551	1,551	0
1,855	1,746	(109)	1,855	1,746	(109)
12,283	12,306	23	12,283	12,306	23
1,076	1,084	8	1,076	1,084	8
5,566	5,305	(261)	5,566	5,305	(261)
594	573	(21)	594	573	(21)
1,039	955	(84)	1,039	955	(84)
297	153	(144)	297	153	(144)
26	31	5	26	31	5
246	246	0	246	246	0
4,683	4,683	0	4,683	4,683	0
132	132	0	132	132	0
1,284	1,284	0	1,284	1,284	0
0	620	620	0	620	620
36	36	0	36	36	0
44,488	42,862	(1,626)	44,488	42,862	(1,626)
TOTAL OPERATING EXPENSES					
RESERVE EXPENSES					
COMMUNITY FACILITIES					
TOTAL RESERVE EXPENSES					
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					



**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
**Mutual Revenue And Expense Statement**  
**01/31/2020**

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
5,638	4,881	5,638	4,881	(757)
4,801	4,801	4,801	4,801	0
297	0	297	0	(297)
260	275	260	275	15
3,822	3,822	3,822	3,822	0
148	60	148	60	(88)
0	220	0	220	220
14,966	14,059	14,966	14,059	(907)
<b>TOTAL MUTUAL OPERATING</b>				
103,652	106,298	103,652	106,298	2,646
(5,798)	(9,241)	(5,798)	(9,241)	3,443
<b>TOTAL EXPENSES</b>				
<b>INCOME/DEFICIT</b>				

MUTUAL 19B  
CASH INVESTMENTS  
January 31, 2020

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							154,990.47	154,990.47
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ATLANTIC UNION BANK	2.00%			20,867.74	65,240.97	16,460.39		102,569.10
100003	AXOS BANK	1.51%			203,061.55				203,061.55
100028	PACIFIC NATIONAL BANK	2.03%			45,179.82	108,057.80	18,451.88		171,689.50
<b>CERTIFICATES OF DEPOSIT</b>									
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	104,956.34				104,956.34
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	109,846.87				109,846.87
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
100027	STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
100033	CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	105,876.50				105,876.50
100018	SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	161,938.13				161,938.13
100032	REVERE BANK	2.47%	150,000.00	03/13/2021	151,244.37				151,244.37
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
	DUE TO FROM:				5,665.46	(3,378.05)	(1,100.00)	(1,187.41)	
<b>TOTAL</b>					<b>1,738,884.20</b>	<b>169,920.72</b>	<b>33,812.27</b>	<b>153,803.06</b>	<b>2,096,420.25</b>

This document is the property of the issuer and should not be distributed outside the intended recipients.



February 2020

February 7, 2020

# General Manager's Report

## Community Financials

Financial statements for the period ending January 31, 2020 will be published the week of February 10th.

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

The auditors were onsite the week of January 27th to complete the field work in conjunction with the 2019 fiscal year audit.

## Property Transfers

In the month of January, there were 35 property transfers which totaled \$140,800 in transfer fees.

## 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 was presented to the LWCC Executive Committee and LWCC Board of Directors at their regularly scheduled meetings in January. The cashflow presentation will also be provided at the Community Planning Advisory Committee and Physical Properties Advisory Committee meetings in February.

## Budget Basics

Beginning in the February 7th issue of the LW News, a series of articles will be published to help residents understand their monthly association payment and the budget that determines it.

## Upcoming Office Closures:

- **February 17** —  
President's Day

## Montgomery County Council Town Hall

The Montgomery County Council is hosting a town hall meeting at Leisure World to be held on March 11th from 9am to 11am in Clubhouse II. Doors open at 8:30am.

## 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 (as of 2/7—85% completed), 2) Connecticut Ave & LW Blvd (as of 2/7—50% completed), 3) entire west side of LW Blvd from Medical Center on north side to Connecticut Ave on south side of community.

## Upcoming Special Meetings

The following upcoming meetings have been scheduled:

- Feb. 13th — Closed Board meeting to discuss legal matters at 1:30pm
- Feb. 13th — Open Board meeting to discuss Gate Access Software Improvements
- Feb. 21st — LWCC Board Chairman is meeting with all Advisory Committee Chairpersons
- March 1st — Resident Forum regarding Gate Access Software Improvements

## Comcast Update

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

## 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.

## HR Corner

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

We have the following open positions:

- Administrative Assistant—Fairways South M17A
- Building Engineer — Villa Cortese M6C
- Evening Maintenance Technician —PPD
- Security Guard — Security
- Service Plumber — PPD