

Regular Meeting - Board of Directors  
Council of Unit Owners  
Mutual 19B - Condominium of Rossmoor, Inc.  
February 27, 2019  
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Benefiel, Mastrococco, Nadeau, Austin)
2. Approval of The Agenda
3. Unit Owners Open Forum (30 Min.)
4. Residents Open Forum (30 Min.)
5. General Manager's Report
6. Approval of Minutes of January 30, 2019 Meeting
7. Treasurer's Report-
  - A) Approval of Invoices (**Attachment #1- #8**)
  - B) CD Activity Approval (**Attachment #9**)
8. New Business/Action Items-
  - A) Bylaw Updates- Lawyer Reviewing
  - B) DynaElectric Proposal #0519-0182- Valve Replacement all 7 buildings (**Attachment #10**)
  - C) ABM- 15201 Elkridge Way #2K (**Attachment #11**)
  - D) Approval of Orkin Termite Proposal- Bldg. #88-1C (**Attachment #12**)
  - E) PPD Maintenance Proposal (**Attachment #13**)
  - F) McFall & Berry Proposal T19035GZ (2/2/19) - Remove Trees, Bldg. #90 and #92 (**Attachment #14**)
  - G) E&R Services Proposal #3097 (2/1/19), Gutter Cleaning and Flushing (**Attachment #15**)
  - H) Annual Meeting Refreshment Approval
9. Unfinished Business –
  - A) PPD Updates
  - B) Updates ongoing projects- Bylaws, Drainage work Bldg. #88, Leaking valves
  - C) Discussion of "Due Process Procedure for Complaints and/or Rule Violations" (**Attachment #16**)
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Adjournment
13. Close Session

Next Regular Meeting - March 27, 2019, Sullivan Room, 1:00 p.m.

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

January 30, 2019

Sullivan Room, Administration Building – 1:00 P.M.

Res. #73- #75

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room on Wednesday, January 30, 2019 at 1:00 p.m.

Directors Present: Jack Dunn, President; Michael Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary; Regina Goldsborough, Director; Sigrid Nadeau, Director; Virginia Austin, Director

Management: Crystal Castillo; Asst. GM of Support Services; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Jane Gervais, 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 presented.
3. Unit Owners Open Forum- Reports were presented from the unit owners present at the meeting.
4. Residents Open Forum- Reports were presented from the residents present at the meeting.
5. General Manager's Report – The General Manager's Report was presented by Crystal Castillo. All questions and comments were responded to by Ms. Castillo.
6. Approval of Minutes of November 28, 2018 – The Minutes of the regular meeting held on November 28, 2018 were corrected and approved.
7. Treasurer's Report- Mr. Gervais reported that that the Mutual has a balance forward of \$156,355.36 for the beginning of December. There were disbursements of \$141,975.96 & total receipts of \$122,519.52, leaving a balance for the end of December of \$138,898.92.

A) Payment of Invoices– Upon motion duly made and seconded, the Board approved payment of the following invoices:

- 1) Dynalectric Company Invoice #26651 (Dated: 12/19/2018) ... \$5,407.00  
Performed annual fire & Alarm system testing and inspection for buildings 15300, 15310, 15311 and 15301. All deficiencies noted in report.
- 2) LW PPD, Invoice #144522 (Dated: 11/19/2018) ..... \$1,258.68  
Bldgs. #88-94: Extended condensate lines down exterior walls to gutter/downspout outside of each 1<sup>st</sup> floor trash room door.

- 3) LW PPD, Invoice #147430 (Dated: 1/7/2019) ..... \$2,196.00  
Bldg. #94 Elkridge Way: Touched-Up paint as marked with blue tape. Per proposal.
- 4) USI Insurance Services LLC, Invoice #2646201 (Dated: 12/21/18). ... \$3,294.00  
Travelers Casualty and Surety Co Of Ame Policy No. 105634437. Renewal- Crime
- 5) E&R Window Cleaning, Invoice #53143 (Dated 9/28/18) .... \$5,300.00

**Resolution #73, 1/30/19**

- B) Maturing Synchrony Bank CD on 1/21/19- Upon motion duly made and seconded, the Board agreed-

Resolved, that the Board of Directors authorize the Leisure World Accounting staff to redeem and invest the entire proceeds of the Synchrony Bank CD that matured on 1/21/19 plus any interest earned at the best available rate for a time period up to 36 months.

**Resolution #74, 1/30/19**

8. New Business-

- A. 2019 Holiday Party; Tentatively December 6, 2019 After Board discussion, Board agreed to ask Mrs. McCleary to look for another available date for the holiday party due to the tentatively date is a religious holiday.
- B. Reimbursement of Funds to Mrs. McCleary- After Board discussion, Board approved the reimbursement in the amount of \$66.79 for the purchase made for the flowers and prizes at the 2018 holiday Christmas party.
- C. Potential Changes in "Who Pays"- After Board discussion, Board agreed to further review the current list for possible changes at a later timeframe.
- D. Discussion of "Due Process Procedure for Complaints and/or Rule Violations"- After Board discussion, Board agreed to contact the lawyer to move forward with using such form to handle complaints and/or rule violations for the mutual.
- E. ABM Form Policy- After Board discussion, Board agreed to create a more stable usage of residents requiring an ABM (Application of Building Modification) form.
- F. Call for Candidate Letters - After discussion, the Board upon motion duly made and seconded, the Board approved the following:

The mailing of the 2019 "Call for Candidate" letter to all unit owners of Mutual 19B. Letters will be mailed out on February 18, 2019, deadline for responses is March 18, 2019.

**Resolution #75, 1/30/19**

9. Unfinished Business -

A. Updates:

- 1) Updates ongoing projects- Bylaws, Drainage work for Bldg. #88, Smell in Bldg. #92, insects

in bldg. #93-

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

- A. LWCC Board- Mr. Dunn's report included: (1) CCOC has chosen not to have jurisdiction over the complaint that was filed concerning the way that LWCC is governed. (2) Current contract with Comcast will end July 2020, response was received from the RFI (Request for Information) that was sent out to various companies asking what services can be provided besides TV and Internet. (3) Board approved a contract with George Mason University to provide a technical support for a Strategic Planning procedure.
- B. Community Planning, Security & Transportation – No report at this time.
- C. Restaurant – Ms. Mastrocuro's report included: (1) The Clubhouse Grille and bar area open Friday and Saturday from 4 to 9 pm with light fare and appetizer bar food. (2) The Clubhouse Grille will be open every Wednesday with live music, reservations need to be made. (3) The Clubhouse Grille will reopen fully after St. Patrick's Day and will close after Thanksgiving. (4) Due to the lack of customers in the restaurants they closed off the Clubhouse Grille for the winter and with the closure the kitchen was used to prepare holiday banquets. (5) Perrie still has not purchased the chaffing dishes with siding tops. (6) The Committee recommended buying table skirts for the buffet tables and also to have Perrie format an evaluation form for the responses and critique on banquets catered by Perrie LLC.
- D. Education & Recreation – Ms. Lazar's report included: (1) Eyre contract will expire at the end of April 2019, a new contract will begin on May 1<sup>st</sup>. (2) Outdoor pool and lanai are in need of some improvements, residents are recommended to wear swim shoes at the moment. (3) There are 3 new ping pong tables, dividers will be ordered. (4) Pickle Ball lines needed to be re-painted.
- E. Budget & Finance- Mr. Dunn stated that funds have been used for the remediation of mold throughout the Administration Building.
- F. Physical Properties Department – No report at this time.
- G. Health – No report at this time.
- H. Tennis/Pickleball – No report at this time.
- I. Landscape- No report at this time.

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

12. Adjournment – The meeting adjourned at 3:15 p.m.

Next Regular Meeting – February 27, 2019, Sullivan Room, 1:00 p.m.

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Rita Mastrococco, Secretary

Mutual 19B - February 27, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 1/1/19	\$138,898.92
Total Receipts - January	175,695.38
Total Disbursements - January	<u>(173,246.49)</u>
Balance - 1/31/19	\$141,347.81

Net Operating Expenses

Year To Date - 1/31/19	\$7,291	Under Budget
Month of January 2019	\$7,291	Under Budget

Cash Investments 1/31/19

Replacement Reserve	\$1,673,347.73
Maintenance Reserve	157,096.96
Insurance Deductible Reserve	29,921.78
Other	<u>144,897.31</u>
Total	\$2,005,263.78

Delinquent Report (as of Feb. 16, 2019)

5 accounts have charges but are less than 30 days old  
30 day delinquent amount is \$486.00 for two assessments  
60 day delinquent amount is \$452.00  
90 day delinquent amount is 0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 01/31/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET		BUDGET	ACTUAL	BUDGET	
112,342	112,342	0	5110	112,342	112,342	0
3,283	1,981	1,302	5111	3,283	1,981	1,302
60	0	60	5114	60	0	60
3,183	0	3,183	5200	3,183	0	3,183
<u>(26,232)</u>	<u>(24,923)</u>	<u>(1,309)</u>	5800	<u>(26,232)</u>	<u>(24,923)</u>	<u>(1,309)</u>
92,636	89,400	3,236		92,636	89,400	3,236
88	82	(6)	6112	88	82	(6)
500	500	0	6115	500	500	0
4,384	4,384	0	6118	4,384	4,384	0
275	285	11	6118	275	285	11
<u>906</u>	<u>927</u>	<u>21</u>	6120	<u>906</u>	<u>927</u>	<u>21</u>
6,152	6,178	26		6,152	6,178	26
0	3,500	3,500	6202	0	3,500	3,500
1,591	1,591	0	6204	1,591	1,591	0
0	333	333	6204	0	333	333
0	109	109	6204	0	109	109
795	288	(507)	6209	795	288	(507)
0	333	333	6211	0	333	333
0	150	150	6211	0	150	150
0	33	33	6211	0	33	33
0	413	413	6211	0	413	413
0	1,250	1,250	6214	0	1,250	1,250
<u>176</u>	<u>182</u>	<u>6</u>	6224	<u>176</u>	<u>182</u>	<u>6</u>
2,562	8,182	5,620		2,562	8,182	5,620
5,266	4,900	(366)	6301	5,266	4,900	(366)
0	(936)	(936)	6301	0	(936)	(936)
18,085	24,500	6,415	6301	18,085	24,500	6,415
0	(2,796)	(2,796)	6301	0	(2,796)	(2,796)
<u>6,555</u>	<u>6,818</u>	<u>263</u>	6303	<u>6,555</u>	<u>6,818</u>	<u>263</u>
29,905	32,486	2,581		29,905	32,486	2,581

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 01/31/2019

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	163	163	01 Activities	0	163	163
0	167	167	Bad Debt	0	167	167
0	330	330	TOTAL OTHER EXPENSES	0	330	330
30	0	(30)	RESERVE EXPENSES	30	0	(30)
291	0	(291)	11 RR Drainage	291	0	(291)
150	0	(150)	03 MR Electrical	150	0	(150)
326	0	(326)	05 MR Plumbing	326	0	(326)
190	0	(190)	10 MR Other	190	0	(190)
2,196	0	(2,196)	12 MR Building Maint	2,196	0	(2,196)
			14 MR Painting			
3,183	0	(3,183)	TOTAL RESERVE EXPENSES	3,183	0	(3,183)
41,803	47,176	5,373	TOTAL OPERATING EXPENSES	41,803	47,176	5,373
7,554	6,778	(776)	COMMUNITY FACILITIES	7,554	6,778	(776)
2,672	2,640	(32)	10 Administration	2,672	2,640	(32)
2,301	2,169	(132)	20 Education & Recreation	2,301	2,169	(132)
(93)	(140)	(47)	21 Club House II	(93)	(140)	(47)
148	147	(1)	22 LW News	148	147	(1)
(297)	(309)	(12)	25 Food Service	(297)	(309)	(12)
371	152	(219)	30 Medical Center	371	152	(219)
1,502	1,502	0	40 PPD Management	1,502	1,502	0
1,744	1,732	(12)	41 Grounds	1,744	1,732	(12)
7,051	7,046	(5)	43 Trash	7,051	7,046	(5)
1,076	1,074	(2)	58 TV	1,076	1,074	(2)
5,195	5,082	(113)	60 Transportation	5,195	5,082	(113)
594	593	(1)	65 Security	594	593	(1)
928	921	(7)	70 Street Lights	928	921	(7)
223	132	(91)	80 Golf Course	223	132	(91)
26	31	5	81 Pro Shop	26	31	5
246	246	0	85 Comm Call System	246	246	0
4,683	4,683	0	90 Snow Reserve	4,683	4,683	0
374	374	0	92 Prop Maint Rsv	374	374	0
1,283	1,283	0	93 Contig Rsv	1,283	1,283	0
0	546	546	95 Repl Rsv	0	546	546
			98 Salary Adjustment			
37,580	36,682	(898)	TOTAL COMMUNITY FACILITIES	37,580	36,682	(898)
5,400	4,807	(593)	MUTUAL OPERATING	5,400	4,807	(593)
			10 Administration			





MUTUAL 19B  
CASH INVESTMENTS  
January 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							141,347.81	141,347.81
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
100003	ACCESS NATIONAL BANK	1.74%			58,676.51	70,860.46	15,291.87		144,828.84
100028	AXOS BANK	2.02%			246,627.57				246,627.57
	PACIFIC NATIONAL BANK	1.88%			63,835.96	90,796.74	14,629.91		169,262.61
<b>CERTIFICATES OF DEPOSIT</b>									
100019	BANK OZK	1.99%	150,000.00	03/25/2019	150,000.00				150,000.00
100020	REVERE BANK	1.49%	100,003.29	04/12/2019	102,648.54				102,648.54
100026	STATE BANK OF TEXAS	2.60%	150,000.00	09/11/2019	150,000.00				150,000.00
100017	TIAA BANK	1.59%	100,696.94	10/03/2019	104,499.84				104,499.84
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	158,107.80				158,107.80
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
100022	TIAA BANK	1.98%	104,658.29	08/23/2020	107,693.35				107,693.35
100024	FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
	<b>DUE TO FROM:</b>				1,010.74	(4,560.24)	0.00	3,549.50	
<b>TOTAL</b>					<b>1,673,347.73</b>	<b>157,096.96</b>	<b>29,921.78</b>	<b>144,897.31</b>	<b>2,005,263.78</b>



February 2019

February 19, 2019

# General Manager's Report

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## Community Financials

For the period ending January 31, 2019, net operating expenses were \$13,300 over budget.

As of December 31, 2018, year-to-date net operating expenses were \$12,300 over budget, unaudited.

The auditing firm has begun fieldwork for individual Mutual and Trust audits. The draft report for the LWMC 2018 fiscal year audit will be completed by the end of February.

In the month of January, there were 30 property transfers which totaled \$118,300 in transfer fees.

## Class-Action Lawsuit Status

Since the original filing, six persons have dropped out as plaintiffs, leaving three remaining. A motion for summary judgment by counsel representing Leisure World Community Corporation was filed on February 8th.

## MNCPPC Planning Board Update

The revised Site Plan was submitted on July 2<sup>nd</sup> to MNCPPC for review and comment. The hearing has been tentatively scheduled for Thursday, March 7th. Once confirmed, information will be circulated to the community.

## Possible Bulk Internet/Broadband Update

The LWCC Board of Directors is expected to take action on the proposal at the regularly scheduled meeting on February 26th at 9:30am.

## Management Planning Meetings with Advisory Committee Leaders

The General Manager has scheduled meetings to be held in January and the first half of February with Advisory Committee Chairs.

### Phonebook/ Website Directory:

The last opportunity for residents to opt-out of the print directory was February 15th. The phonebook will be printed at the end of February.

### LW Strategic Planning:

The contract with George Mason University was signed on Monday, February 11th. The process is expected to take 12-16 months.

### HR Corner:

During the month of January, there were 4 new hires, 2 departures and 10 open positions.