

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
WEDNESDAY, FEBRUARY 24, 2021 – 1:00 P.M.
VIA ZOOM

AGENDA

****Members will have an opportunity to comment on agenda items on which an action will be taken
with a five-minute Unit Owner and Residents Open Forum Session****

	<u>Page No.</u>
1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Barr, Lewis)	
2. Approval of the Agenda	
3. General Manager's Report (Attachment)	1-2
4. Approval of Minutes	
a. January 27, 2021 Board Meeting Minutes (Attachment)	3-6
b. January 27, 2021 Executive Session Minutes (Attachment)	7
5. Unit Owners and Residents Open Forum	
6. Treasurer's Report (Attachment)	9
a. Approval of Invoices-Insurance Claim (Attachment)	11-12
b. CD Reinvestment Resolution (Attachment)	13
c. Treasurer Resolutions (Attachment)	15
7. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Floormax- Elevator Carpet Proposal – Update	
c. Trash Room Doors – Buildings #88-#90	
d. Bylaw Amendments	
8. New Business –	
a. McFall & Berry 2021 Landscape Recommendations (Attachment)	17
b. Gutter Cleaning – Mr. Gervais	
c. LED Bulb Project Report	
d. LWMC PPD – M19B 2021 Maintenance Proposal (Attachment)	19
e. ABM #88-3C (Attachment)	28
9. Correspondence-	
a. Samara- Condo Fee Bldg. #91-3G (Attachment)	29
b. Fisher – Condo Fee Deferment Bldg. #91 (Attachment)	31

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MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
WEDNESDAY, FEBRUARY 24, 2021 – 1:00 P.M.
VIA ZOOM

10. Leisure World Board of Directors and Advisory Committee Reports

11. Building Representatives

12. Next Regular Board Meeting – Wednesday, March 31, 2021 – 1:00 P.M.

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, January 27, 2021

Res.

#48 - #59

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, January 27, 2021 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary; John Barr, Director; Regina Goldsborough, Director; Clayton Lewis, Director.

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

Visitors: Jane Gervais, JoAnn Fredenburg-Grant, Teresa Mongelli, Kenneth Sorkin, Katherine Hom, ASL Interpreters: Mary K and Brian Milon and Sheryl Katzman (MM).

1. Call to Order – Mr. Dunn called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda was approved as amended with addition to New Business- ABM- Gervais, McFall & Berry Proposal, and Annual Meeting Discussion.
3. Approval of Hearing Minutes December 30, 2020 Meeting- The December 30, 2020 Hearing minutes were approved as presented.
4. Approval of Minutes of December 30, 2020 – The December 30, 2020 Regular Board meeting minutes were approved as presented.
5. General Manager's Report – The January 2021 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
6. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting:
 - Clayton Lewis, from 89-3D, inquired about the status of the buildings' trash door.
 - Sheryl Katzman, from Montgomery Mutual (MM), a guest speaker presenting the smoking ban discussion. Ms. Katzman informed the Board and all visitors that Mr. Rusnik from the Fire Department has made a

presentation to their Mutual regarding this ban and the benefits of it. She stated that Leisure World in general could adopt a no smoking rule in their bylaws or each individual Mutual. The Board will consider this ban and have further discussions.

7. Treasurer's Report- Mr. Gervais presented the Treasurer's report to the Board and all visitors.

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

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

\$1,444.00 McFall & Berry Invoice #IN207454- For the work performed and completed at 15300 Beaverbrook Court per proposal #L20158AA on 09/10/2020.
Resolution #48, 01/27/2021

Upon motion duly made and seconded, the Board agreed,

To approve payment to McFall & Berry invoice #IN207455 for removing seven declining shrubs and replacing them at 15310 Beaverbrook Court for the amount of \$1,300.00.

Resolution #49, 01/27/2021

Upon motion duly made and seconded, the Board agreed,

To approve payment to Schindler invoice #7153243119 for servicing the elevator at 15301 Beaverbrook Court due to a power outage for the amount of \$1,268.94.

Resolution #50, 01/27/2021

Upon motion duly made and seconded, the Board agreed,

To authorize Alexa, the Mutual Assistant to approve payment to Dormakaba invoice #582893 for the amount of \$4,653.68 until further clarification on billing is received.

Resolution #51, 01/27/2021

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

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

\$5,000.00 **A&A Restoration-** For the clean-up at 15201 Elkridge Way from the backed up kitchen sink and flooded unit 93-1B. Date of occurrence: 08/31/2020.

Resolution #52, 01/27/2021

Upon motion duly made and seconded, the board agreed,

To request reimbursement in the amount of \$5,000.00 from unit owner at 15201 Elkridge Way 93-1B (Yuter) for the service of water clean-up completed by A&A Restoration; Date of Occurrence: 09/27/2019.

Resolution #53, 01/27/2021

8. Unfinished Business-

- A. Update on Surveillance Cameras- Mr. Dunn will continue to pursue this project and will have an update at the next Board meeting.
- B. Floormax- Elevator Carpet Proposal- No updated proposal has been received. This matter will be discussed at the next Board meeting.
- C. McFall & Berry Proposal- Spring Flowers- Upon motion duly made and seconded, the Board agreed,

To approve the McFall & Berry proposal for the annual spring flowers for 2021 for the amount of \$3,972.80.

Resolution #54, 01/27/2021

9. New Business/Action Items

- A. ABM- Eidman- Upon motion duly made and seconded, the Board agreed,

To approve Ms. Eidman's ABM to remodel the master bathroom at 15301 Beaverbrook Court 92-3G.

Resolution #55, 01/27/2021

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

To approve Mr. Gervais's ABM to remodel the kitchen ceiling at 15301 Beaverbrook Court 92-2F.

Resolution #56, 01/27/2021

- C. Discussion of Fire Suppression Sprinkler System- Mr. Dunn reported that the Montgomery County Department of Permits is insisting that the Mutual install fire suppression sprinklers in all of building 91, including the apartments. This project is approximately \$70K per building. The Board will take this in consideration and gather further information.

- D. PPD Maintenance Agreement 2021- Upon motion duly made and seconded, the Board agreed (Mr. Barr opposed),

To approve the PPD maintenance agreement for 2021 to include buildings 88-90 and 92-94 for an annually amount of \$32, 237.37.

Resolution #57, 01/27/2021

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

To approve the McFall & Berry proposal #L21024ME for supplying and installing an Okame Cherry tree on the right side of building 93 and supplying and installing a Red Oak tree where the other tree was removed at in building 94 for the amount of \$931.00

Resolution #58, 01/27/2021

- F. Annual Meeting Schedule Discussion- Upon motion duly made and seconded, the Board agreed,

To approve the annual meeting schedule presented for 2021.

Resolution #59, 01/27/2021

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

- A. LWCC Board- Mr. Dunn reported that there is more confusion after the vote for a new Administration building. Air quality of the current Administration building is being tested in order to determine a safety issue for the employees and tenants.
- B. Security & Transportation: None at this time.
- C. Restaurant- Ms. Mastrococco reported there will be plastic walls at the Lanai with heaters in order to accommodate outdoor dining. Also, delivery is still available. No February meeting.
- D. 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, February 24th, 2021 at 1:00 p.m.- via Zoom

13. Adjournment – The meeting adjourned at 2:44 p.m.

Rita Mastrococco

EXECUTIVE SESSION MEETING
BOARD OF DIRECTORS–
COUNCIL OF UNIT OWNERS OF MUTUAL 19B
WEDNESDAY, JANUARY 27, 2021

A closed session of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc. was held via Zoom on Wednesday, January 27, 2021 at 2:52 p.m.

DIRECTORS PRESENT: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary; Clayton Lewis, Director; Regina Goldsborough, Director; John Barr, Director.

Management: Alexa Cuque, Mutual Assistant.

1. Call to Order – Mr. Dunn called the meeting to order at 2:52 p.m.
2. Section 11.109- Dispute Settlement and Mechanism– Protection of the privacy or reputation of individuals in matters not related to the council of the unit owners' business.

The Board discussed correspondence from two unit owners regarding their condo fee exemptions due to the fire at 15210 Elkridge Way B91. The Board will be reinforcing their policy as previously approved.

3. Section 11.113- Dispute Settlement and Mechanism– Mr. Dunn will draft a letter to Ms. Cohn regarding the stay of her underaged daughter and the several dispute complaints.
4. Adjournment – The closed meeting was adjourned at 3:19 p.m.

Mutual 19B - February 24, 2021 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 1/1/21	\$ 111,197.29
Total Receipts - January	283,695.28
Total Disbursements - January	<u>(284,492.90)</u>
Balance - 1/31/21	\$ 110,399.67

Net Operating Expenses

Year To Date - 1/31/21	\$ 570	Under Budget
Month of January - 2021	\$ 570	Under Budget

Cash Investments

	<u>1/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,708,241.17	\$1,691,183
Maintenance Reserve	207,617.10	202,073
Insurance Deductible Reserve	23,113.04	22,691
Other	<u>170,206.56</u>	<u>170,941</u>
Total	\$2,109,177.87	\$2,086,888

Delinquent Report (as of February 16, 2021)

11 accounts (not from Bldg. #91) have charges of \$2,719.00
 (\$2,425 of the \$2,719 are current charges from 7 accounts)
 (\$294 of the \$2,719 are from 7 accounts with fees over 30 days old)
 There are 10 accounts from Bldg. #91 totaling \$7,427.00
 1 account (Bldg. #89) has fee charges of \$11,182.00 - from 10/1/19
 1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20
 1 account (Bldg. #93) owes fees of \$13,586 .00 starting from 12/1/18
 Total Delinquent = \$35,743.00

<u>Reserve Expenditures - YTD</u>	<u>1/31/21</u>	<u>To Reserves YTD</u>	<u>1/31/21</u>
Replacement Reserve	\$ 0		
Maintenance Reserve	190		
Insurance/Legal	<u>0</u>		
Total	\$ 190		\$23,214

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2021

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
119,283	119,283	119,283	119,283	0	119,283	0
1,731	3,234	1,731	3,234	(1,503)	3,234	(1,503)
165	0	165	0	165	0	165
190	0	190	0	190	0	190
<u>(23,214)</u>	<u>(23,375)</u>	<u>(23,214)</u>	<u>(23,375)</u>	<u>161</u>	<u>(23,375)</u>	<u>161</u>
98,155	99,142	98,155	99,142	(987)	99,142	(987)
INCOME						
	5110					
Assessments	5111	88	88	1	88	1
Interest Income	5114	0	83	83	83	83
Late Fees	5200	4,468	4,421	(47)	4,421	(47)
Transfers From Funded Reserve	5800	260	275	15	275	15
Transfers To Funded Reserves		520	933	413	933	413
		0	167	167	167	167
TOTAL INCOME		5,336	5,967	631	5,967	631
ADMINISTRATIVE EXPENSES						
Common Ownership Fee	6112	88	88	1	88	1
Income Taxes	6117	0	83	83	83	83
01 Insurance Property	6118	4,468	4,421	(47)	4,421	(47)
03 Insurance Fidelity	6118	260	275	15	275	15
Property Mgmt Services	6120	520	933	413	933	413
Interpreter	6138	0	167	167	167	167
TOTAL ADMINISTRATIVE EXPENSES		5,336	5,967	631	5,967	631
BUILDING EXPENSES						
06 General Maintenance	6202	0	3,333	3,333	3,333	3,333
01 Elevator Contract	6204	1,803	1,629	(174)	1,629	(174)
02 Elevator Overtime	6204	0	167	167	167	167
03 Elevator Inspections	6204	0	111	111	111	111
Pest Control	6209	51	292	241	292	241
05 Sprinkler Contract	6211	0	333	333	333	333
06 Repair Sprinkler, F/A	6211	0	250	250	250	250
07 Fire Marshall, Permit	6211	0	33	33	33	33
10 F/A Inspections	6211	0	480	480	480	480
02 Grounds Landscaping	6214	0	1,167	1,167	1,167	1,167
Telephone	6224	181	187	6	187	6
TOTAL BUILDING EXPENSES		2,035	7,982	5,947	7,982	5,947
UTILITY EXPENSES						
98 Electric Com Area	6301	6,155	5,040	(1,115)	5,040	(1,115)
96 Electric Pr Yr CA	6301	0	(149)	(149)	(149)	(149)
99 Electric Master	6301	22,907	22,120	(787)	22,120	(787)
97 Electric Pr Yr MM	6301	0	(1,598)	(1,598)	(1,598)	(1,598)
99 Water	6303	8,842	8,569	(273)	8,569	(273)
TOTAL UTILITY EXPENSES		37,905	33,982	(3,923)	33,982	(3,923)

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2021

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	6401	0	167	167
667	667	0	6403	667	667	0
667	834	167		667	834	167
45,942	48,765	2,823		45,942	48,765	2,823
190	0	(190)	6900	190	0	(190)
190	0	(190)		190	0	(190)
7,882	7,524	(358)	7100	7,882	7,524	(358)
2,820	2,850	30	7100	2,820	2,850	30
2,449	2,354	(95)	7100	2,449	2,354	(95)
0	(48)	(48)	7100	0	(48)	(48)
148	124	(24)	7100	148	124	(24)
(74)	(55)	19	7100	(74)	(55)	19
557	328	(229)	7100	557	328	(229)
1,593	1,593	0	7100	1,593	1,593	0
1,840	1,840	(15)	7100	1,855	1,840	(15)
12,580	12,674	94	7100	12,580	12,674	94
1,113	1,103	(10)	7100	1,113	1,103	(10)
5,269	5,114	(155)	7100	5,269	5,114	(155)
520	544	24	7100	520	544	24
223	1,035	812	7100	223	1,035	812
223	227	4	7100	223	227	4
26	27	1	7100	26	27	1
183	183	0	7100	183	183	0
3,756	3,756	0	7100	3,756	3,756	0
867	867	0	7100	867	867	0
1,284	1,284	0	7100	1,284	1,284	0
0	257	257	7100	0	257	257
43,274	43,581	307		43,274	43,581	307
5,660	5,207	(453)	7600	5,660	5,207	(453)
4,940	4,950	10	7600	4,940	4,950	10
186	0	(186)	7600	186	0	(186)
223	200	(23)	7600	223	200	(23)

OTHER EXPENSES
01 Activities
Bad Debt
TOTAL OTHER EXPENSES
TOTAL OPERATING EXPENSES
RESERVE EXPENSES
12 MR Building Maint
TOTAL RESERVE EXPENSES
COMMUNITY FACILITIES
10 Administration
20 Education & Recreation
21 Club House II
22 LW News
25 Food Service
30 Medical Center
40 PPD Management
41 Grounds
43 Trash
58 TV
60 Transportation
65 Security
70 Street Lights
80 Golf Course
81 Pro Shop
85 Comm Call System
90 Snow Reserve
92 Prop Maint Rsv
93 Contg Rsv
95 Repl Rsv
98 Salary Adjustment
TOTAL COMMUNITY FACILITIES
MUTUAL OPERATING
10 Administration
41 Grounds
42 Special Projects
44 Community Services

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2021

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
4,250	4,167	(83)	4,250	4,167	(83)
74	113	39	74	113	39
186	0	(186)	186	0	(186)
148	0	(148)	148	0	(148)
111	0	(111)	111	0	(111)
37	0	(37)	37	0	(37)
297	0	(297)	297	0	(297)
0	92	92	0	92	92
16,112	14,729	(1,383)	16,112	14,729	(1,383)
TOTAL MUTUAL OPERATING					
105,518	107,075	1,557	105,518	107,075	1,557
(7,363)	(7,933)	570	(7,363)	(7,933)	570
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
January 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
							110,399.67	110,399.67
MONEY MARKET								
ATLANTIC UNION BANK	0.10%						10,103.10	10,103.10
AXOS BANK	0.30%						50,034.05	50,034.05
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK	0.03%				51,083.21	3,898.14		54,981.35
AXOS BANK	0.30%			121,209.09	26,200.66	1,804.54		149,214.29
PACIFIC NATIONAL BANK	0.65%			100,237.25	131,525.52	17,410.36		249,173.13
CERTIFICATES OF DEPOSIT								
SANDY SPRING BANK	2.47%	150,000.00	03/13/2021	155,039.90				155,039.90
CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021	108,328.29				108,328.29
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,161.52				107,161.52
BANK OZK	0.99%	155,357.73	07/17/2022	156,135.48				156,135.48
FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	54,258.75				54,258.75
CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,533.85				111,533.85
CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
PARAMOUNT BANK	0.75%	165,177.88	01/21/2023	165,777.88				165,777.88
DUE TO FROM:				1,522.55	(1,192.29)	0.00	(330.26)	
TOTAL				1,708,241.17	207,617.10	23,113.04	170,206.56	2,109,177.87



General Manager's Report

February 2021

February 16, 2021

Community Financials

For the period ending January 31, 2021, net operating expenses were \$6,800 over budget.

2020 Fiscal Year Audit

As of December 31, 2020, year-to-date, net operating expenses were \$624,800 over budget.

The auditing firm has begun work on the 2020 fiscal year audit. Final audit reports are expected to be completed in March/April 2021.

Property Transfers

In the month of January, there were 31 property transfers, which totaled \$121,900 in transfer fees.

Clubhouse I / Admin Bldg. Site Plan Amendment Update

During the Special Meeting held on 12/18, the motion to approve the construction company contract did not receive the required number of votes for approval.

The LWCC Board will continue their review of several resolutions relative to evaluating the current Administration Building, Clubhouse I, and next steps during their meeting scheduled for 2/23 at 9:30am via Zoom.

Update: Gate Access Project

New lighted gate arms and operators will be installed the week of 2/15. The LW News will be following this project's progress, so stay tuned for additional information and updates.

HR Corner

In the month of January, there were 6 new hires and 5 terminations. LWMC has the following open positions:

Mutual Assistant — Admin
Appliance Mechanic — PPD
Building Engineer — PPD/HVAC
Maintenance Technician — PPD/Special Projects
Security Guard — Security
Service Plumber — PPD

LWMC Zoom

Accounts

LWMC currently has 5 Zoom accounts for use by LWCC Board, Executive Committee, LW Advisory Committees, Mutual Boards of Directors, and Mutual Advisory Committees. Two of our accounts can accommodate up to 500 participants and three of our accounts can accommodate up to 100 participants.

COVID-19 Vaccines

The State of Maryland has allocated doses of Moderna vaccine for Covid-19 for distribution exclusively to Leisure World residents.

Vaccinations of **registered residents** will begin on Thursday, Feb. 11.

The vaccinations will be exclusively **for residents**, through **online registration only**, by **appointment only**, **free of charge**, and at two locations: the medical center on North Leisure World Boulevard and the MedStar Montgomery Medical Center in Olney.

Vaccines will be administered seven days a week for as long as a vaccine supply is available. MedStar Health clinicians will be doing the vaccinating. Scheduling will begin with the 75+ age category and move to younger ages if supplies allow.

Here are some details for now:

REGISTRATION

- If you have already signed up through MedStar Health's vaccine portal, you do not need to re-register. But **do respond to an email you will receive asking you to confirm your customized Leisure World registration**. This is very important if you want to receive a vaccine as part of this Leisure World program.
- If you already have an appointment scheduled anywhere else, please keep that appointment. Or, if you already received a vaccine elsewhere, you can disregard this email.
- If you have not signed up through MedStar Health's vaccine portal and you wish to receive a vaccine through this special Leisure World initiative, you can register through an online link that will be set up very soon. This link is **ONLY** for Leisure World residents. We will let you know the link as soon as we receive it.
- **You (or a family member or friend who can assist you) must be able to register online and provide an email.**
- Residents may register regardless of whether MedStar Health is their healthcare provider. All residents will have an equal opportunity to be scheduled for a vaccination.

SCHEDULING

- As vaccines are available and MedStar Health randomly selects qualified individuals, they will receive an email with the **date, time and location** of their **first and second vaccination appointments**. (The second dose of the vaccine is required four weeks after the first dose.) The assignment of appointment times and location is completely random.
- Registrants will have **48 hours to respond to the email to confirm** their appointments or they will be canceled.
- Appointments are not transferrable. Appointment locations cannot be changed.
- MedStar cannot reschedule vaccination appointments. If you have a medical or safety issue or if you contract COVID-19 prior to your first or second dose, you may cancel and reschedule your appointment. Please call 1-844-201-1149 only if you have a medical or safety issue and need to reschedule or cancel.

VACCINE ADMINISTRATION

- Bring your photo ID and current insurance card.
- Patients will incur **NO** out of pocket costs (no copay, deductible, coinsurance) for the vaccine. Vaccine administration will be billed to Medicare or the patient's insurance.