

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
WEDNESDAY, March 31, 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	
2. Approval of the Agenda	
3. General Manager's Report (Attachment)	1
4. Approval of Minutes - February 24, 2021 Board Meeting Minutes (Attachment)	3-6
5. Unit Owners and Residents Open Forum	
6. Treasurer's Report (Attachment)	7-8
a. Approval of Invoices (Attachment)	9
7. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Bylaw Amendments – Update	
8. New Business –	
a. Dynaletric Fire Life Safety Proposal (Attachment)	11-12
b. Schindler Elevator Proposal – 15210 Elkridge Way Fire (Attachment)	13-15
c. ABM #93-3K (Attachment)	17-21
d. Position of Board Regarding Condo Fees for Building #91 (Attachment)	23
9. Correspondence	
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Next Regular Board Meeting – Wednesday, April 28, 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, FEBRUARY 24, 2021

Res. #61 - #72

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, February 24, 2021 at 1:00 p.m.

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

Management: Crystal Castillo, Asst. General Manager of Trust Services;
Jennifer Quinteros, Administrative Coordinator-Mutual Services

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. General Manager’s Report – Ms. Castillo presented the February 2021 General Manager’s report. All questions and comments were responded to by Ms. Castillo.
4. Approval of Minutes –
 - a. January 27, 2021 Regular Board Meeting Minutes – The January 27, 2021 regular Board meeting minutes were approved as distributed for the Board’s review.
 - b. January 27, 2021 Executive Session Minutes – The January 27, 2021 Executive Session Minutes were approved as distributed for the Board’s review.
5. Unit Owner’s and Resident’s Open Forum – All questions and comments were addressed by the Mutual 19B Board of Directors.
6. Treasurer’s Report – Mr. Gervais presented the treasurer’s report as distributed for the Board’s review.

- a. Invoices – Upon motion duly made, the Board agreed,

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

\$1,420.00	<u>Gross Mendelsohn Invoice #382704</u> – Progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2020. 2/12/2021 <u>Resolution #61, 2/24/2021</u>
\$1,385.50	<u>Advantage Green Solutions Invoice #48522</u> – Remove and replace any missing asphalt shingles – all buildings except #91. Labor, additional time/ service call – rate per 2 man crew. 2/23/2021 <u>Resolution #62, 2/24/2021</u>

- b. Insurance Claims – Upon motion duly made, the Board agreed,

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

\$2,497.93	Sink drain was covered and water overflowed. A&A Restoration-Water damage clean up. (15311 Beaverbrook Ct.) 2/4/2021 <u>Resolution #63, 2/24/2021</u>
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Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner (Gallos) at 15311 Beaverbrook Ct. #90-3D, in the amount of \$2,497.93, for the service of water damage clean up from A&A Restorations, due to the sink drain being covered and water overflowing. Date of Occurrence: 1/4/2021

Resolution #64, 2/24/2021

- c. CD Reinvestment Resolution – Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Sandy Spring Bank CD (\$155,040.00) that matures on March 13, 2021 plus any interest earned at the best available rate for a 12-month term.

Resolution #65, 2/24/2021

- d. Treasurer's Resolutions – Upon motion duly made, the Board agreed,

To direct LW Accounting to remove all past, present and future late charges for assessments associated with Bldg. #91 from November 28, 2020 until further notice.

Resolution #66, 2/24/2021

To direct LW Accounting and LW Mutual Assistants to not send Delinquent Notices to members of Bldg. #91 until further notice.

Resolution #67, 2/24/2021

To direct LW Accounting to remove from Delinquency Report the \$200 legal fee for sending a Cease-and-Desist Letter to Barbara Cohn, Unit #88-2J.

Resolution #68, 2/24/2021

7. Unfinished Business –

- a. Surveillance Camera – Update – Mr. Dunn arranged for a company to provide an estimate for camera's to be installed on all three floors in the buildings.
- b. Floormax – Elevator Carpet Proposal – Upon motion duly made, the Board agreed,

To approve the Floormax proposal and to approve payment in the amount of \$750.00, to install Pergo floor in building #89.

Resolution #69, 2/24/2021

- c. Trash Room Doors – Buildings #88-#90 – Mr. Gervais will follow up with the work order to PPD to evaluate and replace the trash room doors at buildings #88-#90.
- d. Bylaw Amendments – Mr. Gervais emailed the proposed amendments to the Board for their review.

8. New Business –

- a. McFall & Berry Proposal – Upon motion duly made, the Board agreed,

To approve the McFall & Berry proposal #L20413MA and to approve payment in the amount of \$8,252.00 for the Preen and Fiesta applications and for treating the front lawns of the buildings.

Resolution #70, 2/24/2021

Upon motion duly made, the Board agreed,

To approve the McFall & Berry proposal # L20514MA and to approve payment in the amount of \$1,960.00 for the wildflower field behind Bldg. #89.

Resolution #71, 2/24/2021

- b. Gutter Cleaning – Mr. Gervais – Mr. Gervais reported that the gutter cleaning project is currently in progress.
- c. LED Bulb Project Report – Mr. Gervais reported that the quantity of bulbs ordered was too low to be honored by Pepco.
- d. ABM #88-3C – Upon motion duly made, the Board agreed,

To approve the application from building modification request from the unit owner at 15300 Beaverbrook Ct. #3C (Weber), to replace the windows in the bedrooms and kitchen. All work is to be completed by Thompson Creek as stated in the application.

Resolution #72, 2/24/2021

- 9. Correspondence –
 - a. Samara – Condo Fee Bldg. #91-3G – Item discussed and addressed per resolution #66-#67, 2/24/2021.
 - b. Fisher – Condo Fee Deferment Bldg. #91 – Item discussed and addressed per resolution #66-#67, 2/24/2021.
- 10. Leisure World Board of Directors and Advisory Committee Reports – All reports were presented by the Mutual representatives.
- 11. Building Representatives – Mr. Dunn will create a mailing list for the displaced residents of building #91, for the purpose of providing updates of the building fire.
- 12. Adjournment – The meeting adjourned at 2:53 p.m.

Rita Mastrorocco, Secretary

Mutual 19B - March 31, 2021 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 2/1/21	\$ 110,399.67
Total Receipts - February	118,077.18
Total Disbursements - February	<u>(138,558.66)</u>
Balance - 2/28/21	\$ 89,918.19

Net Operating Expenses

Year To Date - 2/28/21	\$ 11,437	Over Budget
Month of February - 2021	\$ 12,007	Over Budget

Cash Investments

	<u>2/28/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,723,834.46	\$1,691,183
Maintenance Reserve	211,343.71	202,073
Insurance Deductible Reserve	23,534.20	22,691
Other	<u>149,804.068</u>	<u>170,941</u>
Total	\$2,108,516.45	\$2,086,888

Delinquent Report (as of March 16, 2021)

11 accounts (not from Bldg. #91) have charges of \$11,021.93
 (\$7,497.93 of the \$11,021.93 are for two insurance damage claims)
 (\$2,880 of the \$11,021.93 are current charges from 7 accounts)
 (\$644 of the \$11,021.93 are from 3 accounts with fees over 30 days old)
 There are 9 accounts from Bldg. #91 totaling \$9,703.00.
 1 account (Bldg. #89) has fee charges of \$11,791.00 - 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 \$14,099 .00 starting from 12/1/18
 Total Delinquent = \$47,443.93

<u>Reserve Expenditures - YTD 2/28/21</u>	<u>To Reserves YTD 2/28/21</u>
Replacement Reserve \$ 1,386	
Maintenance Reserve 2,188	
Insurance/Legal <u>0</u>	
Total \$ 3,574	\$46,339

03/15/2021
10:11 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/28/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
119,283	119,283	0	5110	238,566	238,566	0
1,639	3,234	(1,595)	5111	3,370	6,468	(3,098)
(30)	0	(30)	5114	135	0	135
3,385	0	3,385	5200	3,574	0	3,574
(23,126)	(23,375)	249	5800	(46,339)	(46,750)	411
101,151	99,142	2,009		199,306	198,284	1,022
88	88	1	6112	175	176	1
1,420	2,200	780	6115	1,420	2,200	780
0	83	83	6117	0	166	166
4,468	4,421	(47)	6118	8,936	8,842	(94)
260	275	15	6118	520	550	30
200	0	(200)	6119	200	0	(200)
520	933	413	6120	1,040	1,866	826
525	167	(358)	6138	525	334	(191)
7,481	8,167	686		12,816	14,134	1,318
0	3,333	3,333	6202	0	6,666	6,666
1,803	1,629	(174)	6204	3,605	3,258	(347)
1,269	167	(1,102)	6204	1,269	334	(935)
0	111	111	6204	0	222	222
247	292	45	6209	298	584	286
0	333	333	6211	0	666	666
944	250	(694)	6211	944	500	(444)
0	33	33	6211	0	66	66
0	480	480	6211	0	960	960
0	1,167	1,167	6214	0	2,334	2,334
181	187	6	6224	362	374	12
4,443	7,982	3,539		6,478	15,964	9,486
5,858	4,320	(1,538)	6301	12,014	9,360	(2,654)
0	(149)	(149)	6301	0	(298)	(298)
19,738	18,960	(778)	6301	42,645	41,080	(1,565)
0	(1,598)	(1,598)	6301	0	(3,196)	(3,196)
18,543	8,567	(9,976)	6303	27,385	17,136	(10,249)

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02/28/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
44,138	30,100	(14,038)	TOTAL UTILITY EXPENSES	82,043	64,082	(17,961)
0	167	167	OTHER EXPENSES	0	334	334
667	667	0	01 Activities	1,334	1,334	0
			Bad Debt			
667	834	167	TOTAL OTHER EXPENSES	1,334	1,668	334
56,729	47,083	(9,646)	TOTAL OPERATING EXPENSES	102,672	95,848	(6,824)
1,386	0	(1,386)	RESERVE EXPENSES	1,386	0	(1,386)
717	0	(717)	15 RR Roofs	717	0	(717)
48	0	(48)	03 MR Electrical	48	0	(48)
1,233	0	(1,233)	08 MR HVAC	1,423	0	(1,423)
			12 MR Building Maint			
3,385	0	(3,385)	TOTAL RESERVE EXPENSES	3,574	0	(3,574)
1,000	0	(1,000)	COMMUNITY FACILITIES	1,000	0	(1,000)
7,554	7,524	(30)	01 Payment	15,436	15,048	(388)
2,449	2,850	401	10 Administration	5,269	5,700	431
2,301	2,354	53	20 Education & Recreation	4,750	4,708	(42)
0	(48)	(48)	21 Club House II	0	(96)	(96)
148	124	(24)	22 LW News	297	248	(49)
(74)	(55)	19	25 Food Service	(148)	(110)	38
371	328	(43)	30 Medical Center	928	656	(272)
1,593	1,594	1	40 PPD Management	3,186	3,187	1
1,855	1,840	(15)	41 Grounds	3,711	3,680	(31)
12,580	12,674	94	43 Trash	25,160	25,348	188
1,113	1,103	(10)	58 TV	2,227	2,206	(21)
4,824	5,114	290	60 Transportation	10,094	10,228	134
520	544	24	65 Security	1,039	1,088	49
816	1,035	219	70 Street Lights	1,039	2,070	1,031
334	227	(107)	80 Golf Course	557	454	(103)
26	27	1	81 Pro Shop	52	54	2
183	185	2	85 Comm Call System	366	368	2
3,756	3,757	1	90 Snow Reserve	7,512	7,513	1
867	865	(2)	92 Prop Maint Rsv	1,734	1,732	(2)
1,284	1,283	(1)	93 Contg Rsv	2,568	2,567	(1)
0	263	263	95 Repl Rsv	0	520	520
			98 Salary Adjustment			
43,501	43,588	87	TOTAL COMMUNITY FACILITIES	86,775	87,169	394

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 Mutual Revenue And Expense Statement
 02/28/2021

03/15/2021
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 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
5,424	5,207	(217)	MUTUAL OPERATING	11,084	10,414	(670)
4,940	4,950	10	10 Administration	9,880	9,900	20
297	0	(297)	41 Grounds	482	0	(482)
223	200	(23)	42 Special Projects	445	400	(45)
4,250	4,167	(83)	44 Community Services	8,500	8,334	(166)
111	113	2	50 Janitorial	186	226	40
74	0	(74)	52 After Hours	260	0	(260)
0	0	0	53 Electrical Maint	148	0	(148)
111	0	(111)	54 Plumbing Maint	223	0	(223)
371	0	(371)	55 Building Maint	408	0	(408)
0	0	0	56 HVAC	297	0	(297)
0	92	92	57 Appliance Maint	0	184	184
			100 Salary Adjustment			
15,802	14,729	(1,073)	TOTAL MUTUAL OPERATING	31,913	29,458	(2,455)
119,416	105,400	(14,016)	TOTAL EXPENSES	224,934	212,475	(12,459)
(18,265)	(6,258)	(12,007)	INCOME/DEFICIT	(25,628)	(14,191)	(11,437)

MUTUAL 19B
CASH INVESTMENTS
February 28, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
MONEY MARKET								
ATLANTIC UNION BANK	0.10%						89,918.19	89,918.19
AXOS BANK	0.30%						10,103.33	10,103.33
							50,036.34	50,036.34
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK	0.03%			365.00	48,082.63	3,898.23		52,345.86
AXOS BANK	0.30%			136,626.94	31,864.60	2,217.60		170,709.14
PACIFIC NATIONAL BANK	0.65%			100,283.39	131,586.06	17,418.37		249,287.82
CERTIFICATES OF DEPOSIT								
SANDY SPRING BANK	2.47%	150,000.00	03/13/2021	155,365.74				155,365.74
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	108,387.92				108,387.92
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	107,301.51				107,301.51
BANK OZK	0.99%	155,357.73	07/17/2022	156,266.89				156,266.89
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	54,356.76				54,356.76
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	111,622.46				111,622.46
CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
PARAMOUNT BANK	0.75%	165,177.88	01/21/2013	165,777.88				165,777.88
DUE TO FROM:								
				443.36	(189.58)	0.00	(253.78)	
TOTAL				1,723,834.46	211,343.71	23,534.20	149,804.08	2,108,516.45



General Manager's Report

March 2021

March 12, 2021

Community Financials

For the period ending February 28, 2021, net operating expenses were \$10,900 over budget. Year-to-date, net operating expenses are approximately \$17,700 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 completed field work on the 2020 fiscal year audit. Final audit reports are expected to be completed in late March.

Property Transfers

In the month of February, there were 21 property transfers, which totaled \$82,700 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The LWCC Board, at their special meeting held on 3/12, approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Upon execution of the contract, on-site work is estimated to begin in late July/early August.

Update: Gate Access Project

New lighted gate arms and operators were installed at Connecticut Avenue and Norbeck Boulevard gates. Significant improvements to the Main Gate entrance will take place from 3/15 to 3/26. Improvements include removing the small booth next to the resident-only lane, installation of new lighted gate arms/operators, and installation of ADA compliant crosswalk.

The LW News will be following this project's progress, so stay tuned for additional information and updates.

Covid-19 Vaccinations

As of Wednesday, March 10th, 3,500 vaccinations were provided to residents. As of Thursday, March 11th, the second dose of the vaccination cycle began.

HR Corner

In the month of February, there were 3 new hires and 2 terminations.

LWMC has the following open positions:

- Appliance Mechanic (PPD)
- Assistant Project Manager, Community Services (PPD)
- Golf Course Technician (Golf)
- Maintenance Technician (PPD)
- Security Guard (Security)