

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
WEDNESDAY, April 28, 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 <b>(Attachment)</b>	1-3
4. Approval of Minutes – March 31, 2021 Board Meeting Minutes <b>(Attachment)</b>	4-6
5. Approval of Closed Session Minutes – March 31, 2021 <b>(Attachment)</b>	7
6. Approval of Closed Session Minutes – February 24, 2021 <b>(Attachment)</b>	8
7. Unit Owners and Residents Open Forum	
8. Treasurer's Report <b>(Attachment)</b>	9
a. Approval of Invoices <b>(Attachment)</b>	10-16
9. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Bylaw Amendments – Update	
c. Floormax Invoice – Update	
10. New Business –	
a. Dynalectric Plumbing Proposal –Ratify Approval of AWM <b>(Attachments)</b>	17-19
11. Correspondence	
12. Leisure World Board of Directors and Advisory Committee Reports	
13. Building Representatives	
14. Next Regular Board Meeting – Wednesday, May 26, 2021 – 1:00 P.M.	
15. 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, March 31, 2021

**Res. #73 - #79**

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, March 31, 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: Kevin Flannery, Asst. General Manager; Cierra Coleman, Mutual Assistant; Jennifer Quinteros, Administrative Coordinator-Mutual Services

1. Call to Order – Mr. Dunn called the meeting to order at 1:04 p.m.
2. Approval of the Agenda – The agenda was approved as amended, add Advantage Green invoice to the Treasure’s Report (see 6.a.)
3. General Manager’s Report – Mr. Flannery presented the March 2021 General Manager’s report. All questions and comments were responded to by Mr. Flannery.
4. Approval of February 24, 2021 Regular Board Meeting Minutes – The February 24, 2021 regular Board meeting 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)**:

\$4,653.68	<b><u>Dormakaba Invoice #582893</u></b> – Install new parts by the quote walk and test doors they are working fine at this time. 11/19/2020 <b><u>Resolution # 73 ,3/31/2021</u></b>
\$1,420.00	<b><u>Gross Mendelsohn Invoice #383316</u></b> – Progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2020. 3/05/2021 <b><u>Resolution # 74 ,3/31/2021</u></b>
\$3,515.00	<b><u>O’Connell &amp; Lawrence, Inc. Invoice #33008</u></b> – Repair Plans for Sidewalk Connection between Beaverbrook Ct & Elkridge Way 3/08/2021 <b><u>Resolution # 75 ,3/31/2021</u></b>
\$1,795.00	<b><u>Advantage Green Solutions Invoice #48530</u></b> – Service call to clean gutters and downspouts <b><u>Resolution # 76 ,3/31/2021</u></b>
<b>Total: \$11,383.68</b>	

7. Unfinished Business –

- a. Surveillance Camera – Update – Mr. Dunn will check with the company on the status of the Board’s request to provide an estimate for cameras to be installed on all three floors in the buildings.
- b. ByLaw Amendments – Update – Mr. Gervais provided the ByLaw Amendment documents to the administrative assistant. Bylaw Amendment package will be mailed with the Annual Meeting notice on April 5 2021.
- c. FloorMax – The Board agreed to proceed with the elevator tile floor installation at Building #89.

8. New Business –

- a. Dynalectric Fire Life & Safety Proposal – Upon motion duly made, the Board agreed, To approve the Fire Life & Safety Proposal and to approve the payment in the amount of 1,450.00, to replace a 2 ½ flow switch in Building 93.

**Resolution # 77 ,3/31/2021**

- b. Schindler Elevator Proposal – 15210 Elkridge Way Fire – The Board discussed and agreed to forward the Building 91 Fire Damage Proposal/Invoice to Susan Galbraith, LWMC Insurance administrator.
- c. ABM #93-3K – Upon motion duly made, the Board unanimously agreed:

To approve Ms. Beverly Ward's ABM form to replace and install new windows in the kitchen, bedroom, and bathroom at 15201 Elkridge Way, #93-3K. All work is to be completed by American Windows as stated in the application.

#### Resolution #78, 3/31/2021

- d. Position of Board Regarding Condo Fees for Building #91 – Mr. Gervais emailed the proposed amendments to the Board for their review. Mr. Dunn will write an editorial to be included in the M19-BEE April newsletter.
- e. McFall & Berry Proposal – Upon motion duly made, the Board agreed,

To approve the McFall & Berry Proposal #L21085ME to supply and install ½ cu wid top soil mix at the right side of the Building where bare area is. 15201 Elkridge Way Building 93.

#### Resolution #79, 3/31/2021

- f. Landscape Walkthrough – The upcoming landscape walkthrough is scheduled for Tuesday, April 6, 2021 at 1:00 p.m. The walkthrough will begin at Building #88.

**\*The Board went into a closed session at 2:00 p.m. for the purpose of discussing legal matters. All non-board members were requested to return to the ZOOM meeting at 2:40 p.m.\***

- 9. Correspondence – None at this time.
- 10. Leisure World Board of Directors and Advisory Committee Reports – All reports were presented by the Mutual representatives.
- 11. Building Representatives – All questions and comments were addressed by the Mutual Board of Directors.
- 12. Adjournment – The meeting adjourned at 3:15 p.m.

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Rita M. Mastrorocco, Secretary

CLOSED SESSION MEETING  
BOARD OF DIRECTORS—  
COUNCIL OF UNIT OWNERS OF MUTUAL 19B  
WEDNESDAY, MARCH 31, 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, March 31, 2021 at 2:00 p.m.

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

Management: Cierra Coleman, Administrative Assistant-Mutual Services  
Jennifer Quinteros, Administrative Coordinator-Mutual Services  
Susan Montgomery, Social Worker  
Corrine Rosen, Attorney

1. Call to Order – Mr. Dunn called the meeting to order at 2:00 pm.
2. Legal Matter – Upon motion duly made, the Board agreed,

To impose an injunction on Ms. Cohn's daughter. In addition, the Board authorized Mr. Dunn to send a letter to Ms. Cohn as well as a copy to the Mutual Attorney, Corrine Rosen. Mr. Dunn agreed to be the liaison between Mutual 19B and the attorney.

**Resolution #80, 3/31/2021**

3. Adjournment – The closed meeting was adjourned at 2:40 p.m.

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Rita M. Mastrorocco, Secretary

CLOSED MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 19B  
WEDNESDAY, FEBRUARY 24, 2021 – 1:00 P.M.

Pursuant to notice previously given, a closed meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc. was held on Wednesday, February 24, 2021 at 2:54 p.m.

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

LW Management: Jennifer Quinteros, Administrative Coordinator- Mutual Services

1. Call to Order – Mr. Dunn called the closed session meeting to order at 2:54 p.m.
2. Jennifer Cohn – Mr. Dunn reported that Ms. Cohn's daughter was admitted to a Psych Ward. She is not being released at this time. In addition, she is being placed into a residential facility. Ms. Cohn is hopeful that one her daughter, Jennifer Cohn is discharged she will move into her own residence. No decisions were made, and no actions were taken.
3. Adjournment – The closed meeting was adjourned at 3:08 p.m.

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Roger Blacklow, Secretary

Mutual 19B - April 28, 2021 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 3/1/21	\$ 89,918.19
Total Receipts - March	275,859.44
Total Disbursements - March	<u>(285,384.23)</u>
Balance - 3/31/21	\$ 80,393.40

Net Operating Expenses

Year To Date - 3/31/21	\$ 14,137	Over Budget
Month of March - 2021	\$ 2,700	Over Budget

Cash Investments

	<u>3/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,740,725.90	\$1,691,183
Maintenance Reserve	216,373.12	202,073
Insurance Deductible Reserve	23,960.26	22,691
Other	<u>140,346.23</u>	<u>170,941</u>
Total	\$2,121,405.51	\$2,086,888

Delinquent Report (as of April 16, 2021)

10 accounts (not from Bldg. #91) have charges of \$10,974.93  
 (\$7,497.93 of the \$10,974.93 are for two insurance damage claims)  
 (\$3,363.00 of the \$10,974.93 are current charges from 7 accounts)  
 (\$114 of the \$10,974.93 are from 4 accounts with fees over 30 days old)  
 There are 9 accounts from Bldg. #91 totaling \$13,476.00.  
 1 account (Bldg. #89) has fee charges of \$12,400.00 - 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 \$14,612.00 starting from 12/1/18  
 Total Delinquent = \$52,291.93

<u>Reserve Expenditures - YTD</u>	<u>3/31/21</u>	<u>To Reserves YTD</u>	<u>3/31/21</u>
Replacement Reserve	\$ 1,386		
Maintenance Reserve	2,895		
Insurance/Legal	<u>0</u>		
Total	\$ 4,281		\$69,393

04/14/2021  
9:14 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
03/31/2021

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
119,283	119,283	0	357,849	357,849	0
1,556	3,234	(1,678)	4,926	9,702	(4,776)
90	0	90	225	0	225
707	0	707	4,281	0	4,281
<u>(23,054)</u>	<u>(23,375)</u>	<u>321</u>	<u>(69,393)</u>	<u>(70,125)</u>	<u>732</u>
98,582	99,142	(560)	297,888	297,426	462
88	88	1	263	264	2
0	2,050	2,050	1,420	4,250	2,830
0	83	83	0	249	249
4,468	4,421	(47)	13,404	13,263	(141)
260	275	15	780	825	45
0	0	0	200	0	(200)
520	933	413	1,560	2,799	1,239
0	167	167	525	501	(24)
5,336	8,017	2,681	18,152	22,151	3,999
0	3,333	3,333	0	9,999	9,999
1,803	1,629	(174)	5,408	4,887	(521)
0	167	167	1,269	501	(768)
0	111	111	0	333	333
0	292	292	298	876	578
0	333	333	0	999	999
910	250	(660)	1,854	750	(1,104)
0	33	33	0	99	99
0	480	480	0	1,440	1,440
1,316	1,167	(149)	1,316	3,501	2,185
181	187	6	543	561	18
4,210	7,982	3,772	10,688	23,946	13,258
3,396	2,880	(516)	15,410	12,240	(3,170)
0	(149)	(149)	0	(447)	(447)
19,052	12,640	(6,412)	61,697	53,720	(7,977)
0	(1,598)	(1,598)	0	(4,794)	(4,794)
8,567	8,567	0	35,952	25,703	(10,249)



04/14/2021  
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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
03/31/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
31,015	22,340	(8,675)	TOTAL UTILITY EXPENSES	113,058	86,422	(26,636)
0	167	167	OTHER EXPENSES	0	501	501
667	667	0	01 Activities	2,001	2,001	0
667	834	167	Bad Debt	2,001	2,502	501
41,228	39,173	(2,055)	TOTAL OTHER EXPENSES	143,899	135,021	(8,878)
0	0	0	TOTAL OPERATING EXPENSES	1,386	0	(1,386)
61	0	(61)	RESERVE EXPENSES	778	0	(778)
0	0	0	15 RR Roofs	48	0	(48)
190	0	(190)	03 MR Electrical	1,612	0	(1,612)
94	0	(94)	08 MR HVAC	94	0	(94)
120	0	(120)	12 MR Building Maint	120	0	(120)
243	0	(243)	20 MR Dryer Vents	243	0	(243)
707	0	(707)	21 MR Elevators	4,281	0	(4,281)
			23 MR Repair Wall Crack			
			TOTAL RESERVE EXPENSES			
			COMMUNITY FACILITIES			
(1,000)	0	1,000	01 Payment	0	0	0
7,707	7,524	(183)	10 Administration	23,142	22,572	(570)
2,672	2,850	178	20 Education & Recreation	7,941	8,550	609
2,412	2,354	(58)	21 Club House II	7,162	7,062	(100)
0	(48)	(48)	22 LW News	0	(144)	(144)
204	124	(80)	25 Food Service	501	372	(129)
0	(55)	(55)	30 Medical Center	(148)	(165)	(17)
1,593	1,594	1	40 PPD Management	1,447	984	(463)
1,781	1,840	59	41 Grounds	4,779	4,781	2
12,580	12,674	94	43 Trash	5,492	5,520	28
5,158	1,103	(4,055)	58 TV	37,740	38,022	282
520	5,114	(4,594)	60 Transportation	3,340	3,309	(31)
668	1,035	(367)	65 Security	15,252	15,342	90
148	227	79	70 Street Lights	1,559	1,632	73
26	27	1	80 Golf Course	1,707	3,105	1,398
183	185	2	81 Pro Shop	705	681	(24)
3,756	3,757	1	85 Comm Call System	78	81	3
867	865	(2)	90 Snow Reserve	549	553	4
1,284	1,283	(1)	92 Prop Maint Rsv	11,268	11,270	2
			93 Contig Rsv	2,601	2,597	(4)
			95 Repl Rsv	3,852	3,850	(2)

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 03/31/2021

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

04/14/2021  
 9:14 AM

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	263	263	98 Salary Adjustment	0	783	783
42,192	43,588	1,396	TOTAL COMMUNITY FACILITIES	128,967	130,757	1,790
5,534	5,207	(327)	MUTUAL OPERATING	16,618	15,621	(997)
4,940	4,950	10	10 Administration	14,820	14,850	30
74	0	(74)	41 Grounds	557	0	(557)
223	200	(23)	42 Special Projects	668	600	(68)
4,250	4,167	(83)	44 Community Services	12,750	12,501	(249)
111	113	2	50 Janitorial	297	339	42
0	0	0	52 After Hours	260	0	(260)
0	0	0	53 Electrical Maint	148	0	(148)
0	0	0	54 Plumbing Maint	223	0	(223)
371	0	(371)	55 Building Maint	779	0	(779)
0	0	0	56 HVAC	297	0	(297)
0	92	92	57 Appliance Maint	0	276	276
0	0	0	100 Salary Adjustment	0	0	0
15,504	14,729	(775)	TOTAL MUTUAL OPERATING	47,417	44,187	(3,230)
99,630	97,490	(2,140)	TOTAL EXPENSES	324,564	309,965	(14,599)
(1,048)	1,652	(2,700)	INCOME/DEFICIT	(26,676)	(12,539)	(14,137)

MUTUAL 19B  
CASH INVESTMENTS  
March 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							80,393.40	80,393.40
<b>MONEY MARKET</b>								
ATLANTIC UNION BANK	0.03%						10,103.57	10,103.57
AXOS BANK	0.05%						50,039.03	50,039.03
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK	0.03%			365.00	48,083.88	3,898.33		52,347.21
AXOS BANK	0.05%			152,049.67	37,532.71	2,634.68		192,217.06
PACIFIC NATIONAL BANK	0.60%			100,334.49	131,653.11	17,427.25		249,414.85
<b>CERTIFICATES OF DEPOSIT</b>								
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	108,441.81				108,441.81
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
SONA BANK	0.50%	155,660.64	03/24/2022	155,660.64				155,660.64
GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,428.11				107,428.11
BANK OZK	0.99%	155,357.73	07/17/2022	156,385.69				156,385.69
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	54,445.44				54,445.44
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	111,714.21				111,714.21
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
				1,086.35	(896.58)	0.00	(189.77)	
<b>TOTAL</b>				<b>1,740,725.90</b>	<b>216,373.12</b>	<b>23,960.26</b>	<b>140,346.23</b>	<b>2,121,405.51</b>

DUE TO FROM:



# General Manager's Report

**April 2021**

April 20, 2021

## HR Corner

In the month of March, there were 4 new hires and 6 terminations.

LWMC has the following open positions:

- Accountant (Accounting)
- Administrative Assistant (PPD)
- Assistant Project Manager, Community Services (PPD)
- Golf Course Technician (Golf)
- Plumbing Supervisor (PPD)
- Plumber (PPD)
- Security Guard (Security)
- Special Police Officer (Security)

## Community Financials

For the period ending March 31, 2021, net operating expenses were \$10,800 over budget.

Year-to-date, net operating expenses were approximately \$28,500 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 were completed in late March. The LWCC board is expected to act on the Audit report at the April 27th meeting.

## Property Transfers

In the month of March, there were 31 property transfers, which totaled \$123,800 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.

Please find the tentative schedule attached.

## Update: Gate Access Project

Physical improvements to the Main Gate entrance were completed on 3/26. Improvements included removing the small booth next to the resident-only lane and installation of ADA compliant crosswalk.

New lighted gate arms and operators were installed at all 3 gates and new cameras will be installed in the month of April.

The testing phase of this project is expected to begin in early May. The testing phase will take up to 5 months. Once testing has completed, the Security Department will proceed with rolling out the new RFID/Visitor Access system community-wide.

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

## Comcast

Comcast engineers were onsite on April 20th to conduct testing of the infrastructure. Following feedback regarding service concerns at Fairways North, Comcast technicians were onsite on April 16th to address issues expressed by individual residents. Management requested a proposal from Columbia Telecommunications Corporation (CTC) to conduct independent/third-party testing. Management also contacted legal counsel and members of the Technology Committee regarding reporting structure requirements.

## COVID Vaccine Update

MedStar has paused the administration of the Johnson & Johnson vaccine, which was going to be provided to homebound residents. MedStar is attempting to get more doses of the Moderna vaccine for administration to homebound residents. In addition, some residents did not show up for their second dose and the clinic is attempting to contact them.

# Clubhouse I Renovation and related site improvements

## Project Design and Construction Schedule 2021

Dec Jan 2021 Feb Mar April May June July Aug Sept Oct Nov Dec

