

REGULAR MEETING - BOARD OF DIRECTORS
 COUNCIL OF UNIT OWNERS OF
 MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
 SULLIVAN ROOM - 1:00 P.M.
 WEDNESDAY, MAY 22, 2019

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 1-2
6. Approval of Minutes of April 24, 2019 Meeting 3-6
7. McFall & Berry – Mike Angeles
8. Treasurer's Report- **(Attachment)** 7
 - A. Approval of Invoices **(Attachment)** 9
 - B.15211 Elkridge Way- Late Fee Waiver Request **(Attachment)** 11
9. New Business/Action Items-
 - A. AIA Contract- Building #88 Drainage Repair – Advantage Green & O'Connell & Lawrence **(Attachment)** 13-29
 - B. JustDoors & Hardware LLC. Proposal – 15311 Beaverbrook Ct.-Trash Room Door **(Attachment)** 31-33
 - C. 15301 Beaverbrook Ct. – Portico/ Trash Room/ Sidewalk Gaps **(Attachment)** 35-41
 - D. McFall & Berry Proposal - 2019 Summer Flower Proposal **(Attachment)** 43
 - E. Dynalectric Fire Alarm Testing Proposal **(Attachment)** 45-47
 - F. Dynalectric Sprinkler Testing Proposal **(Attachment)** 49-50
 - G. Building #91 – Trash Chute
10. Unfinished Business –
 - A. Mold – Building #94, 15211 Elkridge Way
 - B. LWMC Physical Properties – Bench Proposal **(Attachment)** 51
 - C. PPD Updates
 - D. Updates Ongoing Projects- Bylaws
11. Leisure World Board of Directors and Advisory Committee Reports
12. Building Representatives
13. Next Regular Board Meeting – Wednesday, June 26, 2019 at 1:00 p.m. – Sullivan Room
14. Adjournment

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY, APRIL 24, 2019

Res. #94-#98

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 of the Administration Building on Wednesday, April 24, 2019 at 1:00 p.m.

Directors Present: Jack Dunn, President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Regina Goldsborough, Director; and Sigrid Nadeau, Director

Directors Absent: Virginia Austin, Director; and Mike Benefiel, Vice President

Management: Crystal Castillo; Asst. General Manager of Support Services; Jennifer Quinteros, Mutual Assistant

Visitors: Connie Costa, Larry Damsky, Kristen Doherty, Jane Gervais, Dennis Hawkins, Jude Howard, Charles Middleton, and Marion Rosenberg

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 Ms. Castillo. All questions and comments were responded to by Ms. Castillo.
6. Approval of Minutes of March 27, 2019 – The Minutes of the regular meeting held on March 27, 2019 were approved as presented.
7. Treasurer’s Report- Mr. Gervais reported as of March 1, 2019, the Mutual has a balance forward of \$153,821.31; total receipts of \$113, 613.74; total disbursements of \$145,217.50; with a balance of \$122,217.55.
 - A. Invoices– Upon motion duly made, the Board agreed,

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

\$1,054.74 Dynalectric Invoice #27955 – Replaced leaking 2” butterball valve in Building #88, 15300 Beaverbrook Ct. (Trash Room) 3/21/19

\$1,067.00 Dynalectric Invoice #28034 – Quarterly Test; For services rendered under agreement. 3/20/19

Resolution #94, 4/24/19

B. Reimbursement to Jack Dunn – Upon motion duly made, the Board agreed,

To reimburse Jack Dunn, in the amount of \$84.79, for the purchase of the AIA Contract document that O’Connell & Lawrence specified for use in awarding the Building #88 Drainage work contract.

Resolution #95, 4/24/19

8. New Business-

A. McFall & Berry Proposal #T19035GZ – Upon motion duly made, the Board agreed,

To accept the McFall & Berry proposal #T19035GZ and approve payment in the amount of \$650.00, to take down & remove Maple in rear of this bldg. Flush cut stump. See attached picture #1. (15301 Beaverbrook Ct. Bldg. #92); Take down & remove small Maple tree in rear of this bldg. @ no charge to mutual. Flush cut stump. See attached picture #1. (15301 Beaverbrook Ct. Bldg. #92.

Resolution #96, 4/24/19

B. McFall & Berry Proposal #L19127ME – Upon motion duly made, the Board agreed,

To accept the McFall & Berry proposal #L19127ME and approve payment in the amount of \$3,540.00 to Supply & install Goldmop Cypress (3 gal) into center bed @ the entrance to the bldg. Supply & install 1 /2 cu yd of topsoil near 1st patio in rear left side of bldg., then grade, seed & straw. Supply & install 6 stakes w/ metal wiring around the Lilac bush in the bldg. rear. (15310 Beaverbrook Ct. Bldg. #89); Remove existing 10 Burning Bush shrubs from the left side outer bed @ the entrance. Supply & install Sargeants Juniper (3 gal) into Burning Bush bed. Remove 4 Burning Bush shrubs from center bed @ entrance for \$75.00, then supply & install 4 Gold Mop Cypress (3 gal) for 312.00.(15311 Beaverbrook Ct. Bldg. #90); Supply & install 1 ton of Riverstone (3"-5") note: 2 Boxwood shrubs are under warranty. (15210 Elkridge Ct. Bldg. #91); Remove all Viburnum from around elec box #1 & transplant live ones to elec box #2. Grade, seed & straw around box #1. See site plan. (15301 Beaverbrook Ct. Bldg. #92); Supply & install Canada Cherry tree (2"-2.5" caliper) see attached site plan. (15301 Beaverbrook Ct. Bldg. #92-Elkridge end); Supply & install 1 ton of Riverstone (3"-5") @ right side of entr. (15201 Elkridge Ct. Bldg. #93) Remove 2 declining Azaleas from the rear of the bldg.@ no charge. (15211 Elkridge ct. Bldg. #94)

Resolution #97, 4/24/19

- C. McFall & Berry Proposal #T19125ME – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal #T19125ME and approve payment in the amount of \$850.00, to take down & remove dead Locust tree from front of the bldg. along the wood line. Backfill hole w/ soil then seed & straw. Flush cut stump. Elevate Redwood tree on right side of bldg. @ no charge to the mutual. (15311 Beaverbrook Ct. Bldg. #90)

Resolution #98, 4/24/19

- D. LWMC Physical Properties Bench Proposal – Deferred for further evaluation by the Landscape Committee, to determine which Teak benches require refurbishing.
- E. LWMC Physical Properties Dryer Vent Cleaning Proposal – The board agreed to defer the proposal to determine the date of the last dryer vent cleaning.
- F. H&H Concrete Construction, Inc. – Building #92, Concrete Repairs – Deferred for further information concerning the line item, in the amount of \$3,900.00-building 92 remove and replace 400 square feet concrete sidewalk.
- G. Patio Gaps – 15201 Elkridge Way #1F – It was discussed and agreed to contact PPD to inspect if additional patios at building #93 are separating from the building.
- H. Mold – Building #94, 15211 Elkridge Way #1H – Mr. Dunn will contact the resident to arrange an evaluation and remediation of the possible mold in unit, if it is determined it is due to the unit owner’s negligence, it will be the responsibility of the unit owner.
9. Unfinished Business –
- A. PPD Updates – None at this time.
- B. Updates Ongoing Projects – Bylaws – Mr. Gervais contacted Steve McCleary to determine if there were additional missing amendments. He reviewed the packet and provided three recommendations.
10. Leisure World Board of Directors and Advisory Committee Reports –
- A. Budget & Finance – Mr. Dunn mentioned that discussions are still in progress concerning the Budget process. There was a presentation on the Analysis & Alternative of the Budgeting process. In addition, this is the third month PPD is experiencing an overrun, due to an insufficient amount of labor to cover the revenue.
- B. Tennis & Pickle Ball – Mr. Gervais reported the Tennis and Pickleball Advisory Committee met on April 3, 2019. The topic that took the most discussion was the request by the pickleballers to add pickleball lines to the two tennis courts that only have tennis court lines. It was agreed to allow pickleball lines to be taped for special occasions as long as the tapes were immediately removed.

- C. Restaurant – Ms. Mastrorocco’s report included: (1) Crab feasts the last Wednesdays of July, August, September and October. Seats still available. (2) No health inspection since last inspection. (3) Passover and Easter dinners good. (4) Grille is now open. (5) Lots of banquets planned. (6) Seats for Mother’s Day available. (6) Only problem the restaurants need more servers. (7) Complaint was reported from visitor about poor food in the Terrace and Stein Room buffet. The visitor made several recommendations.
- D. Landscape – Ms. Gervais attended the March 2019 Landscaping Committee Meeting. She mentioned the budget for the Landscape Committee is \$38,000.00. In addition, the Magnolia Park and the Pollenator Park is using the Organic Turf Program.
- E. E&R – No report at this time.
11. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
12. Next Regular Board Meeting – Wednesday, June 26, 2019, Sullivan Room, 1:00 p.m.
13. Adjournment – The meeting adjourned at 3:43 p.m.



Rita Mastrorocco, Secretary

Mutual 19B - May 22, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 4/1/19	\$122,217.55
Total Receipts - April	403,000.37
Total Disbursements - April	<u>(398,753.36)</u>
Balance - 4/30/19	\$126,464.56

Net Operating Expenses

Year To Date - 4/30/19	\$1,199	Over Budget
Month of April 2019	\$3,875	Under Budget

Cash Investments 4/30/19

Replacement Reserve	\$1,696,484.57
Maintenance Reserve	152,215.98
Insurance Deductible Reserve	28,024.45
Other	<u>125,230.27</u>
Total	\$2,001,955.27

Delinquent Report (as of May 16, 2019)

6 accounts have fee charges of \$3,302.00 less than 30 days old
1 account owes an insurance claim of \$2,476.94 from March 21
1 account owes fees of \$2,807.00 starting from 12/1/18

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2019

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
112,342	112,342	449,368	449,368	0
3,298	1,981	13,018	7,924	5,094
60	0	270	0	270
0	0	25	0	25
16,213	0	56,567	0	56,567
<u>(26,239)</u>	<u>(24,923)</u>	<u>(104,790)</u>	<u>(99,692)</u>	<u>(5,098)</u>
105,674	89,400	414,458	357,600	56,858
88	88	350	346	(4)
1,000	1,850	4,250	4,600	350
350	0	350	0	(350)
4,384	4,384	17,536	17,536	0
275	285	1,098	1,140	42
906	927	3,924	3,708	(216)
0	0	25	0	(25)
7,002	7,534	27,533	27,330	(203)
2,800	3,500	5,600	14,000	8,400
1,591	1,591	6,363	6,364	1
0	333	47	1,332	1,285
0	111	0	442	442
1,349	292	2,561	1,164	(1,397)
1,067	333	1,903	1,332	(571)
1,055	150	3,255	600	(2,655)
0	33	0	132	132
0	417	0	1,664	1,664
0	1,250	0	5,000	5,000
176	182	704	728	24
8,038	8,192	20,433	32,758	12,325
1,994	2,450	16,403	14,350	(2,053)
0	(467)	0	(2,740)	(2,740)
9,380	12,250	73,079	71,750	(1,329)
0	(1,398)	0	(8,188)	(8,188)
6,374	6,818	24,912	27,272	2,360

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2019

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
17,748	19,653	1,905	TOTAL UTILITY EXPENSES	114,395	102,444	(11,951)
0	167	167	OTHER EXPENSES	0	664	664
0	167	167	01 Activities	0	668	668
0	334	334	Bad Debt	0	1,332	1,332
32,787	35,713	2,926	TOTAL OTHER EXPENSES	162,361	163,864	1,503
85	0	(85)	TOTAL OPERATING EXPENSES	115	0	(115)
0	0	0	RESERVE EXPENSES	33,634	0	(33,634)
602	0	(602)	11 RR Drainage	1,521	0	(1,521)
13,725	0	(13,725)	20 RR Other	14,323	0	(14,323)
0	0	0	03 MR Electrical	227	0	(227)
0	0	0	05 MR Plumbing	455	0	(455)
0	0	0	08 MR HVAC	3,017	0	(3,017)
1,750	0	(1,750)	10 MR Other	2,196	0	(2,196)
0	0	0	12 MR Building Maint	52	0	(52)
0	0	0	14 MR Painting	1,030	0	(1,030)
52	0	(52)	20 MR Dryer Vents	56,567	0	(56,567)
0	0	0	01 ILR Insurance/Legal	29,338	27,121	(2,217)
16,213	0	(16,213)	TOTAL RESERVE EXPENSES	10,539	10,566	27
7,006	6,781	(225)	COMMUNITY FACILITIES	9,055	8,670	(385)
2,598	2,642	44	10 Administration	(371)	(548)	(177)
2,041	2,167	126	20 Education & Recreation	668	588	(80)
(93)	(136)	(43)	21 Club House II	(1,039)	(1,242)	(203)
186	147	(39)	22 LW News	1,262	626	(636)
(223)	(311)	(88)	25 Food Service	6,020	6,020	0
148	158	10	30 Medical Center	6,828	6,916	88
1,506	1,506	0	40 PPD Management	28,203	28,196	(7)
1,670	1,728	58	41 Grounds	4,305	4,293	(12)
1,076	7,050	(1)	43 Trash	20,596	20,328	(268)
4,824	1,073	(3)	58 TV	2,375	2,390	15
594	5,082	258	60 Transportation	3,711	3,687	(24)
742	599	5	65 Security	816	522	(294)
148	922	180	70 Street Lights	104	112	8
26	130	(18)	80 Golf Course	990	990	0
248	248	0	81 Pro Shop	18,732	18,732	0
4,683	4,683	0	85 Comm Call System	0	0	0
			90 Snow Reserve			
			92 Prop Maint Rsv			

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 04/30/2019

05/09/2019
 12:57 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
374	374	0	1,496	1,496	0
1,283	1,283	0	5,132	5,132	0
<u>0</u>	<u>546</u>	<u>546</u>	<u>0</u>	<u>2,184</u>	<u>2,184</u>
35,889	36,699	810	148,759	146,779	(1,980)
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
5,008	4,810	(198)	20,972	19,237	(1,735)
4,666	4,666	0	18,660	18,660	0
0	0	0	223	0	(223)
260	332	72	1,150	1,326	176
3,670	3,670	0	14,680	14,680	0
74	61	(13)	334	243	(91)
<u>0</u>	<u>217</u>	<u>217</u>	<u>0</u>	<u>860</u>	<u>860</u>
13,678	13,756	78	56,019	55,006	(1,013)
TOTAL MUTUAL OPERATING					
98,568	86,168	(12,400)	423,707	365,649	(58,058)
7,107	3,232	3,875	(9,248)	(8,049)	(1,199)
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
April 30, 2019

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							126,464.56	126,464.56
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	1.74%			26,356.41	42,655.19	10,814.08		79,825.68
100028 AXOS BANK	2.02%			247,833.20				247,833.20
PACIFIC NATIONAL BANK	2.25%			115,491.98	109,560.79	17,210.37		242,263.14
CERTIFICATES OF DEPOSIT								
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	104,905.76				104,905.76
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	159,130.92				159,130.92
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	103,070.06				103,070.06
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	108,214.53				108,214.53
100024 FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:				1,234.29	0.00	0.00	(1,234.29)	
TOTAL				1,696,484.57	152,215.98	28,024.45	125,230.27	2,001,955.27



General Manager's Report

May 2019

May 14, 2019

Community Financials

For the period ending April 30, 2019, net operating expenses were \$14,200 under budget.

Year-to-date, net operating expenses were \$49,300 over budget.

In the month of April, there were 36 property transfers which totaled \$163,100 in transfer fees.

Upcoming Office Closures:

May 27—

Memorial Day

July 4—

Independence Day

Sept 2—

Labor Day

Class-Action Lawsuit Status

The judge ruled in favor of the Community regarding Count I - the Board of Directors selection process. There are 5 remaining counts under consideration by the court; as detailed below:

- 2% Resale Fee
- Resale Administration Fee
- Monthly Assessment to the Mutuals
- Violation of the Consumer Protection Act
- Violation of Fiduciary Duty

Shredding Day:

June 8th

10am—1pm

Insurance

Policy Renewal:

The Master

Insurance Policy

renews on

8/1/19. The pre-

miums are ex-

pected to in-

crease 2-3%.

The deadline for the parties to advise the court on the discover agreement: May 22nd.

The response to the 2nd amended complaint is due May 31st.

M-NCPPC Planning Board Update

The Planning Board approved the site plan amendment with conditions during the second hearing on the project, held on March 28th.

Next step in the process: The Planning Board will document the conditions through a safety resolution in the coming weeks. Once the safety resolution has been approved; an architect will be hired to complete the plans for the permitting phase.

LW Strategic Planning

The Special Strategic Planning Committee continues to meet with George Mason University representatives to finalize the survey questions.

The surveys are expected to be mailed to Leisure World residents in late May. Notice will be provided in the LW News prior to mailing.

Bulk Internet/Broadband Update

The LWCC Board of Directors reviewed a draft of the terms of the new contract on April 30th.

The Board will review the final agreement in May for action at the regularly scheduled Board of Directors meeting in June.

The final agreement is expected to be for a term of 8 years, beginning January 1, 2020. Additional details will be provided to residents in future issues of the LW News.

HR Corner

In the month of April, there were 6 new hires, 4 departures.

We have the following open positions:

- Community Patrol Officer
- Golf Course Technician
- HVAC Technician
- Sanitation Driver
- Security Guard
- Plumber
- Supplemental Transportation Driver

2020 Budget Planning:

The GM will attend the May Budget & Finance Committee Meeting to review and discuss a strategy for developing the 2020 operating budget. Draft assumptions will be submitted to the LWCC Board in May.

Presentation to Security & Transportation Committee:

The owner of Leisure World Plaza Shopping Center is scheduled to do a presentation to the committee regarding a potential modification to the ingress/egress from the shopping center during their meeting on June 13th at 9:30am.