

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
WEDNESDAY, MAY 26, 2021 – 1:00 P.M.
VIA ZOOM

Meeting ID: 839 3029 5861 Passcode: 3555 DIAL-IN: 301-715-8592

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)	1-2
4. Approval of Minutes – April 28, 2021 Board Meeting Minutes (Attachment)	3-5
5. Unit Owners and Residents Open Forum	
6. Treasurer's Report (Attachment)	6
7. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Bylaw Amendments – Special Meeting Date July 7, 2021	
8. New Business –	
a. Condo Fee Reduction Request – Building 88 (Attachment)	7
b. Repairing Ground in Front of Bench on 15301 Beaverbrook	
c. McFall & Berry Proposal – White Oak Tree Removal (Attachment)	8
9. Correspondence	
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Annual Meeting Date – Wednesday, June 30, 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, April 28, 2021

Res. #82 - #92

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, April 28, 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, 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 presented.
3. General Manager's Report – Mr. Flannery presented the April 2021 General Manager's report. All questions and comments were responded to by Mr. Flannery.
4. Approval of March 31, 2021 Regular Board Meeting Minutes – The March 31, 2021 regular Board meeting minutes were approved as distributed for the Board's review.
5. Approval of Closed Session Minutes – March 31, 2021 – The March 31, 2021 closed session Board meeting minutes were approved as distributed for the Board's review.
6. Approval of Closed Session Minutes – February 24, 2021 – The February 24, 2021 closed session Board meeting minutes were approved as distributed for the Board's review.
7. Unit Owner's and Resident's Open Forum – All questions and comments were addressed by the Mutual 19B Board of Directors.
8. 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)**:

\$1,067.00	<u>Dynalectric Invoice #37506</u> – Quarterly Inspection. Bill dated 3/22/2021. Resolution # 82 , 4/28/2021
\$1,450.00	<u>Dynalectric Invoice #37788</u> – Deficiency Repair to provide labor and material to replace a 2 ½ flow switch in building 93. Bill dated 4/12/2021. Resolution # 83 , 4/28/2021
\$1,960.00	<u>McFall & Berry Invoice #IN209763</u> – Create a wildflower field on turf in the rear of the building. Bill dated 4/15/2021. Resolution # 84 , 4/28/2021
4,880.00	<u>Dynalectric Invoice #37871</u> – Perform a 5 year inspection in Building 88-94; Perform Hydrostatic Test on the Fire Dept. Connections), perform internal check valve inspection, perform Standpipe flow test. Bill dated 4/15/2021. Resolution # 85 , 4/28/2021
\$1,410.00	<u>Gross Mendelsohn Invoice #384501</u> Progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2020. 4/19/2021 Resolution # 86 , 4/28/2021
\$1,691.00	<u>Mark Amero's Ovation Renovation and Roofing</u> Invoice dated 4/8/21 for the remaining amount due to install trash room doors at Bldg. #88 and Bldg. #89. Resolution #92, 4/28/2021
TOTAL: \$12,368.00	

9. Mark Amero's Ovation Renovation Proposal – Upon motion duly made, the Board agreed,

To approve the Mark Amero's Ovation Renovation proposal in the amount of \$2,045.00 and to approve the payment terms as written. To remove and dispose one existing steel and jamb doors, to supply and install new Therma Tru 5/0x 83" RO flush steel metal jamb deadbolt bore, pack jamb with concrete, caulk, and paint to match existing. Building 90.

Resolution # 87, 4/28/2021

10. Audit Presentation – Brenda Callejas reviewed the Draft Audit with the Mutual 19-B Board. Upon motion duly made, the Board agreed,

To accept the 2020 Gross Mendelsohn Draft audit as presented to the Board.

General Resolution #88, 4/28/2021

11. Unfinished Business –

- a. Surveillance Camera – Update – No report at this time.
- b. ByLaw Amendments – Update – The Board discussed scheduling a time and date to hold a special meeting for the proposed Bylaw Amendments. The Board agreed to mail the proposed Bylaw Amendments package for the 30-day review of the membership.
- c. FloorMax Invoice – Upon motion duly made, the Board agreed,

To reimburse John Gervais in the amount of \$750.00 for the payment to FloorMax Invoice #904351, to supply and install the Rigid Luxury Vinyl Tile (Pergo Extreme) in the elevator of Building 89.

General Resolution #89, 4/28/2021

12. New Business –

- a. Dynaletic Plumbing Proposal – Ratify Approval of AWM – Upon motion duly made, the Board agreed,

To ratify the approval of AWM Resolution #81, 4/20/2021. Dynaletic Plumbing Proposal “Valve Repair Replacement for all 7 buildings 88-94.”

Resolution #90, 4/28/2021

- b. McFall & Berry Proposals: #L1119ME, #T21117ME, #L21118ME – Upon motion duly made, the Board agreed

To accept the following McFall & Berry proposals: Proposal #L1119ME in the amount of \$1,495.00; Proposal #T21117ME in the amount of \$250.00; Proposal #L21118ME in the amount of 1,268.00.

Resolution #91, 4/28/2021

13. Correspondence – None at this time.

14. Leisure World Board of Directors and Advisory Committee Reports – All reports were presented by the Mutual representatives.

15. Building Representatives – All questions and comments were addressed by the Mutual Board of Directors.

16. Adjournment – The meeting adjourned at 3:19 p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - May 26, 2021 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 4/1/21	\$ 80,393.40
Total Receipts - April	121,685.84
Total Disbursements - April	<u>(133,529.39)</u>
Balance - 4/30/21	\$ 68,549.85

Net Operating Expenses

Year To Date - 4/30/21	\$ 383	Under Budget
Month of April - 2021	\$ 14,521	Under Budget

Cash Investments

	<u>4/30/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,749,679.60	\$1,691,183
Maintenance Reserve	215,799.21	202,073
Insurance Deductible Reserve	24,386.84	22,691
Other	<u>136,488.38</u>	<u>170,941</u>
Total	\$2,126,354.03	\$2,086,888

Delinquent Report (as of May 16, 2021)

13 accounts (not from Bldg. #91) have charges of \$12,907.93
 (\$7,497.93 of the \$12,907.93 are for two insurance damage claims)
 (\$4,719.00 of the \$12,907.93 are current charges from 9 accounts)
 (\$691 of the \$12,907.93 are from 4 accounts with fees over 30 days old)
 There are 9 accounts from Bldg. #91 totaling \$18,164.00.
 1 account (Bldg. #89) has fee charges of \$13,009.00 - 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 \$15,125.00 starting from 12/1/18
 Total Delinquent = \$60,034.93

<u>Reserve Expenditures - YTD 4/30/21</u>	<u>To Reserves YTD 4/30/21</u>
Replacement Reserve \$ 4,901	
Maintenance Reserve 5,483	
Insurance/Legal <u>0</u>	
Total \$ 10,384	\$92,676

05/18/2021
8:43 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2021

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
119,283	119,283	0	477,132	477,132	0
1,784	3,234	(1,450)	6,710	12,936	(6,226)
120	0	120	345	0	345
6,103	0	6,103	10,384	0	10,384
<u>(23,283)</u>	<u>(23,375)</u>	<u>92</u>	<u>(92,676)</u>	<u>(93,500)</u>	<u>824</u>
104,007	99,142	4,865	401,895	396,568	5,327
88	88	1	350	352	2
1,420	0	(1,420)	2,840	4,250	1,410
0	83	83	0	332	332
4,468	4,421	(47)	17,872	17,684	(188)
260	275	15	1,041	1,100	59
0	0	0	200	0	(200)
520	933	413	2,080	3,732	1,652
0	167	167	525	668	143
6,756	5,967	(789)	24,908	28,118	3,210
0	3,333	3,333	0	13,332	13,332
1,803	1,629	(174)	7,210	6,516	(694)
0	167	167	1,269	668	(601)
0	111	111	0	444	444
0	292	292	298	1,168	870
0	333	333	0	1,332	1,332
0	250	250	1,854	1,000	(854)
0	33	33	0	132	132
0	480	480	0	1,920	1,920
0	1,167	1,167	1,316	4,668	3,352
181	187	6	724	748	24
1,984	7,982	5,999	12,671	31,928	19,257
680	2,520	1,840	16,090	14,760	(1,330)
0	(149)	(149)	0	(596)	(596)
5,319	11,060	5,741	67,016	64,780	(2,236)
0	(1,598)	(1,598)	0	(6,392)	(6,392)
5,906	8,567	2,661	41,858	34,270	(7,588)

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CURRENT PERIOD	MONTHLY	VARIANCE		YTD	YTD	VARIANCE
ACTUAL	BUDGET			ACTUAL	BUDGET	
11,905	20,400	8,495	TOTAL UTILITY EXPENSES	124,963	106,822	(18,141)
0	167	167	OTHER EXPENSES	0	668	668
667	667	0	01 Activities	2,668	2,668	0
667	834	167	Bad Debt	2,668	3,336	668
21,311	35,183	13,872	TOTAL OTHER EXPENSES	165,210	170,204	4,994
3,515	0	(3,515)	TOTAL OPERATING EXPENSES	3,515	0	(3,515)
0	0	0	RESERVE EXPENSES	1,386	0	(1,386)
0	0	0	01 RR Concrete	778	0	(778)
0	0	0	15 RR Roofs	48	0	(48)
1,795	0	(1,795)	03 MR Electrical	1,795	0	(1,795)
190	0	(190)	08 MR HVAC	1,802	0	(1,802)
0	0	0	09 MR Gutters	94	0	(94)
0	0	0	12 MR Building Maint	120	0	(120)
0	0	0	20 MR Dryer Vents	846	0	(846)
603	0	(603)	21 MR Elevators	10,384	0	(10,384)
6,103	0	(6,103)	23 MR Repair Wall Crack	30,805	30,096	(709)
7,663	7,524	(139)	TOTAL RESERVE EXPENSES	10,242	11,400	1,158
2,301	2,850	549	COMMUNITY FACILITIES	9,389	9,416	27
2,227	2,354	127	10 Administration	186	(192)	(378)
186	(48)	(234)	20 Education & Recreation	612	496	(116)
111	124	13	21 Club House II	(148)	(220)	(72)
0	(55)	(55)	22 LW News	1,818	1,312	(506)
371	328	(43)	25 Food Service	6,372	6,375	3
1,593	1,594	1	30 Medical Center	7,310	7,360	50
1,818	1,840	22	40 PPD Management	50,246	50,696	450
12,506	12,674	168	41 Grounds	4,453	4,412	(41)
1,113	1,103	(10)	43 Trash	20,076	20,456	380
4,824	5,114	290	58 TV	2,301	2,176	(125)
742	544	(198)	60 Transportation	2,598	4,140	1,542
891	1,035	144	65 Security	928	908	(20)
223	227	4	70 Street Lights	104	108	4
26	27	1	80 Golf Course	732	738	6
183	185	2	81 Pro Shop	15,024	15,027	3
3,756	3,757	1	85 Comm Call System	3,468	3,462	(6)
867	865	(2)	90 Snow Reserve			
			92 Prop Maint Rsv			
			93 Contg Rsv			

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Mutual Revenue And Expense Statement
04/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
1,284	1,283	(1)	95 Repl Rsv	5,136	5,133	(3)
0	263	263	98 Salary Adjustment	0	1,046	1,046
42,684	43,588	904	TOTAL COMMUNITY FACILITIES	171,651	174,345	2,694
			MUTUAL OPERATING			
5,558	5,207	(351)	10 Administration	22,177	20,828	(1,349)
4,940	4,950	10	41 Grounds	19,760	19,800	40
0	0	0	42 Special Projects	557	0	(557)
186	200	14	44 Community Services	854	800	(54)
4,250	4,167	(83)	50 Janitorial	17,000	16,668	(332)
74	113	39	52 After Hours	371	452	81
(111)	0	111	53 Electrical Maint	148	0	(148)
(111)	0	111	54 Plumbing Maint	37	0	(37)
(223)	0	223	55 Building Maint	0	0	0
(445)	0	445	56 HVAC	334	0	(334)
(371)	0	371	57 Appliance Maint	(74)	0	74
0	92	92	100 Salary Adjustment	0	368	368
13,746	14,729	983	TOTAL MUTUAL OPERATING	61,163	58,916	(2,247)
83,845	93,500	9,655	TOTAL EXPENSES	408,409	403,465	(4,944)
20,163	5,642	14,521	INCOME/DEFICIT	(6,514)	(6,897)	383

MUTUAL 19B
CASH INVESTMENTS
April 30, 2021

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							68,549.85	68,549.85
MONEY MARKET									
	ATLANTIC UNION BANK	0.03%						10,103.82	10,103.82
	AXOS BANK	0.05%						50,041.10	50,041.10
ALLOCATED FUNDS:									
MONEY MARKETS									
	ATLANTIC UNION BANK	0.03%			913.60	48,085.07	3,898.43		52,897.10
100003	AXOS BANK	0.05%			163,958.01	40,803.17	3,052.69		207,813.87
100028	PACIFIC NATIONAL BANK	0.55%			100,383.29	131,717.13	17,435.72		249,536.14
CERTIFICATES OF DEPOSIT									
100039	CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
100033	CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021	108,501.51				108,501.51
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100042	SONA BANK	0.50%	155,660.64	03/24/2022	155,660.64				155,660.64
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,568.44				107,568.44
100037	BANK OZK	0.99%	155,357.73	07/17/2022	156,517.32				156,517.32
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	54,543.79				54,543.79
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,805.96				111,805.96
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
100041	PARAMOUNT BANK	0.75%	165,177.88	01/21/2013	165,777.88				165,777.88
					(2,987.45)	(4,806.16)	0.00	7,793.61	
TOTAL									
					1,749,679.60	215,799.21	24,386.84	136,488.38	2,126,354.03

DUE TO FROM:



General Manager's Report

May 2021

May 13, 2021

Community Financials

For the period ending April 30, 2021, net operating expenses were \$25,344 under budget. Year-to-date, net operating expenses were approximately \$3,100 over budget.

Property Transfers

In the month of April, there were 31 property transfers, which totaled \$137,100 in transfer fees.

2022 Budget Preparation

Management has begun meeting with department heads and relevant advisory committees to prepare for the development of the 2022 operating budget. Preliminary Budget Assumptions were provided to the Budget & Finance Advisory Committee and LWCC Board in April. Management circulated Updated Assumptions in early May. The LWCC Board is holding a special meeting on May 20th at 2pm to discuss the budget assumptions received from Management and the Budget & Finance Advisory Committee.

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

The testing phase of this project is expected to begin in early May, once Security staff is trained on the use of the software. 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.

Community Shredding Day

The Spring Community Shredding Day will be held on Saturday, May 22nd from 10am to 1pm in the Administration Building parking lot.

General Manager Transition Update

The LWCC Board of Directors approved the contract with Management Matters LLC to perform a national search for LW's new General Manager.

HR Corner

In the month of April, there were 3 new hires and 5 terminations.

LWMC has the following open positions:

- Accountant (Accounting)
- Customer Service Rep (PPD)
- Golf Course Technician (Golf)
- Plumbing Supervisor (PPD)
- Plumber (PPD)
- Security Guard (Security)
- Special Police Officer (Security)

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 has executed a consulting contract with Columbia Telecommunications Corporation (CTC) to conduct independent/third-party testing. The consulting contractor will provide engineering and technical support in an effort to resolve the technical issues with Comcast system serving Leisure World.