

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR,
INC.

ZOOM CONFERENCE - 1:00 P.M.
WEDNESDAY, MAY 27, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)
2. Approval of The Agenda
3. Approval of Minutes February 29, 2020 Meeting

4. Unit Owners and Residents Open Forum (30 Min.)

5. General Manager's Report
6. Treasurer's Report- (**Attachment**)
 - a. Approval of Invoices (**Attachment**)

7. Unfinished Business –
 - a. Updates Ongoing Projects- Bylaws (**Attachment**)

8. New Business/Action Items –
 - a. LWCC Board Representative-

9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Next Regular Board Meeting – TBD
12. Adjournment

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B
CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY, FEBRUARY 26, 2020

Res. #121-#124

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held in the Sullivan Room of the Administration Building on Wednesday, February 26, 2020 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; and Virginia Austin, Director.

Directors Absent: Regina Goldsborough, Director; Sigrid Nadeau, Director.

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

Visitors: Charles Middleton, Jane Gervais, Dennis Hawkins, Clayton Lewis, JoAnn Fredenburg-Grant, Maureen McCleary, Kenneth Sorkin, Muriel and Jim Brewer, Jerrold and Shirley Gordon, Janet Lazar, Arsenetta Hawthorne and Ellen Lederman and Carole Cham. ASL-Interpreters: Brian Millin and Elizabeth Knight.

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. Approval of Minutes of January 29, 2020 – The January 29, 2020 Regular Board meeting minutes were approved as presented.
4. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting.
 - Charlie Middleton, from 91-1C, requested the status of the parking paving, he also suggested each building could meet before the process begins.
 - Carole Chamberlain, from 88-3J, expressed great concern of elevator outage. Inquired information about the elevator procedures when an outage occurs.
 - Arsenetta Hawthorne, 89-1J, reported there was no replanting on the side of the building where the open dirt is placed. Also, who is responsible for the mailboxes because repairs are needed.
 - Merial Brewer, 88-1A, reported the dog signs are placed near her building and is thanks the Board for approving her request.
 - Ellen Lederman, 90-2F, inquired the responsibility of the caulking of the exterior windows.
5. General Manager's Report – The February 2020 General Manager's Report was

presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.

6. Treasurer's Report- Mr. Gervais presented the Treasurer's report to the Board and all visitors. Upon motion duly made and seconded, the Board agreed,

To pay Gross Mendelsohn \$1,420.00 for the audit of the financial statements and related tax return preparation for the year ended December 31, 2019.

Resolution #121, 02/26/2020

Upon motion duly made and seconded, the Board agreed,

To pay A&A Restoration (Invoice #5504)- for cleaning up water from a leak at 15311 Beaverbrook Court 90-3G. Clean up for unit owners at 15311 Beaverbrook Court 90-1G and 2G. Date of occurrence: 01/28/2020.

Resolution #122, 02/26/2020

7. Unfinished Business-

- A. Updates Ongoing Projects- Bylaws- Mr. Gervais reported the following amendments:

- Reduce percent required to conduct business and decide any questions at a meeting of all unit owners from 51% to 25%. Article IV, Section 6.
- Increase insurance deductible owner responsibility from \$1,000 to \$5,000. Article XII, Section 1.
- Require all directors to be residents, where currently there is no such requirement. Article V, Section 1.
- Allow only one person per unit to serve on the Board of Directors at any given time, where currently more than one is implied. Article V, Section 1.
- Add requirement that no owner may rent or license for occupancy such owner's unit during the first 24 consecutive months following the date on which title to the unit is conveyed to the owner. Existing rentals would be allowed to continue. Transfers of title within families or inherited units would be exempted. Article IX, Section 2.

Upon motion duly made and seconded, the Board agreed,

To postpone approval of amendments until the change is made to add resident-owner and resident-lessee and to reduce the percentage to change Bylaws from 60% to 51%.

Resolution #123, 02/26/2020

- B. We Interpret- Revised Proposal- Upon motion duly made and seconded, the Board agreed,

To approve We Interpret proposal #10459 for two interpreters for four hours when needed during the monthly BOD meetings not to exceed \$12,000 for an annual cost.

Resolution #124, 02/26/2020

8. **New Business/Action Items**

- A. **Schindler Elevator- Jason P.-** Jason explained that obtaining parts for the elevators is very difficult since the elevators are older models. The Board requested a proposal from Schindler for elevator modernization. Jason provided an estimated price for three elevators are approximately \$450,000.
- B. **STAIR-Lift- Maureen McCleary-** Mrs. McCleary provided the Board and visitors information on her meeting with a representative from Acorn Stairlifts. She answered all questions and concerns from resident and the Board. An estimated price for all seven buildings, two sets each building are approximately \$52,000.
- C. **LWCC Board Representative-** The Board discussed options on choosing the Mutual's Representative. This item will be placed in the Annual Meeting Agenda.

- 9. **Building Representatives** – Reports were presented from the Building Representatives present at the meeting.
- 10. **Next Regular Board Meeting** – Wednesday, March 25th, 2020; Sullivan Room at 1:00 p.m.
- 11. **Adjournment** – The meeting adjourned at 4:09 p.m.

Rita Mastrorocco, Secretary

Mutual 19B - May 27, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 4/1/20	\$ 143,730.12
Total Receipts - April	255,591.79
Total Disbursements - April	<u>(301,919.04)</u>
Balance - 4/30/20	\$ 97,402.87

Net Operating Expenses

Year To Date - 4/30/20	\$ 2,507	Over Budget
Month of April - 2020	\$ 616	Over Budget

Cash Investments 4/30/20

Replacement Reserve	\$1,791,955.22
Maintenance Reserve	180,985.02
Insurance Deductible Reserve	28,378.80
Other	<u>158,698.50</u>
Total	\$2,160,017.54

Delinquent Report (as of May 16, 2020)

7 accounts have fee charges of \$2,572.00 less than 30 days old
(\$60.00 of above amount are for charges over 30 days old)
1 account has fee charges of \$5,085.00 - from 10/1/19
1 account has an insurance claim/fees of \$3,135.43 from July 2, 2019
(\$2,875.43 claim + \$260 legal fees. \$1,000 being held but not deposited
on advice of lawyer. Net due \$2,135.43)
1 account owes fees of \$9,039.00 starting from 12/1/18
Total Delinquent = \$19,831.43

<u>Reserve Expenditures - YTD 4/30/20</u>		<u>To Reserves YTD 4/30/20</u>
Replacement Reserve	\$ 2,324	
Maintenance Reserve	7,379	
Insurance/Legal	<u>1,819</u>	
Total	\$ 11,522	\$99,714

IM19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2020

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
118,551	118,551	474,204	474,204	0	INCOME	474,204	0
3,126	2,814	13,722	11,256	312	Assessments	11,256	2,466
105	0	345	0	105	Interest Income	0	345
4,230	0	11,522	0	4,230	Late Fees	0	11,522
<u>(24,627)</u>	<u>(24,314)</u>	<u>(99,714)</u>	<u>(97,250)</u>	<u>(313)</u>	Transfers From Funded Reserve	0	<u>(2,464)</u>
101,385	97,051	400,079	388,210	4,334	Transfers To Funded Reserves	388,210	11,869
88	88	350	352	1	TOTAL INCOME	350	2
1,410	1,500	4,250	4,250	90	ADMINISTRATIVE EXPENSES	4,250	0
0	175	0	700	175	Common Ownership Fee	700	700
4,559	4,559	18,236	18,236	0	Income Taxes	18,236	0
260	275	1,055	1,100	15	01 Insurance Property	1,100	45
520	933	2,080	3,732	413	03 Insurance Fidelity	3,732	1,652
0	0	60	0	0	Property Mgmt Services	0	(60)
0	0	868	0	0	Miscellaneous	0	(868)
0	0	0	0	0	Interpreter	0	0
6,837	7,530	26,900	28,370	693	TOTAL ADMINISTRATIVE EXPENSES	26,900	1,470
3,116	2,500	9,347	10,000	(616)	BUILDING EXPENSES	10,000	653
1,591	1,591	6,363	6,364	0	06 General Maintenance	6,364	1
0	167	2,414	668	167	01 Elevator Contract	668	(1,746)
0	111	0	444	111	02 Elevator Overtime	444	444
206	292	360	1,168	86	03 Elevator Inspections	1,168	808
0	333	750	1,332	333	Pest Control	1,332	582
0	250	922	1,000	250	05 Sprinkler Contract	1,000	78
0	33	0	132	33	06 Repair Sprinkler,F/A	132	132
0	480	0	1,920	480	07 Fire Marshll, Permit	1,920	1,920
2,092	1,167	2,092	4,668	(925)	10 F/A Inspections	4,668	2,576
176	182	719	728	6	02 Grounds Landscaping	728	9
7,180	7,106	22,966	28,424	(74)	Telephone	28,424	5,458
448	2,520	15,322	14,760	2,072	TOTAL BUILDING EXPENSES	14,760	(562)
0	316	0	1,264	316	UTILITY EXPENSES	1,264	1,264
9,759	11,372	66,327	66,607	1,613	98 Electric Com Area	66,607	280
0	(81)	0	(324)	(81)	96 Electric Pr Yr CA	(324)	(324)
8,043	7,888	33,536	31,552	(155)	99 Electric Master	31,552	(1,984)
					97 Electric Pr Yr MM		
					99 Water		

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2020

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
18,250	22,015	115,185	113,859	3,765	TOTAL UTILITY EXPENSES	113,859	(1,326)
0	167	122	668	167	OTHER EXPENSES	668	546
340	167	1,020	668	(173)	01 Activities	668	(352)
					Bad Debt		
340	334	1,142	1,336	(6)	TOTAL OTHER EXPENSES	1,336	194
32,607	36,985	166,193	171,989	4,378	TOTAL OPERATING EXPENSES	171,989	5,796
0	0	2,324	0	0	RESERVE EXPENSES	0	(2,324)
295	0	1,654	0	(295)	06 RR Elevator	0	(1,654)
0	0	207	0	0	03 MR Electrical	0	(207)
620	0	620	0	(620)	05 MR Plumbing	0	(620)
0	0	842	0	0	08 MR HVAC	0	(842)
3,315	0	4,056	0	(3,315)	10 MR Other	0	(4,056)
0	0	1,819	0	0	12 MR Building Maint	0	(1,819)
					01 ILR Insurance/Legal	0	
4,230	0	11,522	0	(4,230)	TOTAL RESERVE EXPENSES	0	(11,522)
7,335	7,094	29,448	28,372	(241)	COMMUNITY FACILITIES	28,372	(1,076)
2,783	2,715	11,207	10,864	(68)	10 Administration	10,864	(343)
2,227	2,226	9,500	8,904	(1)	20 Education & Recreation	8,904	(596)
148	(170)	0	(681)	(170)	21 Club House II		(681)
(148)	143	594	570	(5)	22 LW News	570	(24)
1,484	(158)	(594)	(626)	(10)	25 Food Service	(626)	(32)
1,552	300	3,637	1,204	(1,184)	30 Medical Center	1,204	(2,433)
1,781	1,552	6,207	6,207	0	40 PPD Management	6,207	0
12,283	1,745	7,199	6,981	(36)	41 Grounds	6,981	(218)
1,113	12,306	49,132	49,224	23	43 Trash	49,224	92
4,824	1,079	4,342	4,321	(34)	58 TV	4,321	(21)
594	5,300	20,336	21,205	476	60 Transportation	21,205	869
1,410	571	2,375	2,286	(23)	65 Security	2,286	(89)
445	951	4,230	3,808	(459)	70 Street Lights	3,808	(422)
26	151	1,336	606	(294)	80 Golf Course	606	(730)
248	27	104	112	1	81 Pro Shop	112	8
4,683	248	990	990	0	85 Comm Call System	990	0
130	4,683	18,732	18,732	0	90 Snow Reserve	18,732	0
1,283	130	522	522	0	92 Prop Maint Rsv	522	0
0	1,283	5,133	5,133	0	93 Contg Rsv	5,133	0
	624	0	2,492	624	95 Repl Rsv	2,492	2,492
					98 Salary Adjustment		

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2020

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
38	38	0	99 Deficit	150	150	0
44,240	42,838	(1,402)	TOTAL COMMUNITY FACILITIES	174,580	171,376	(3,204)
5,246	4,884	(362)	MUTUAL OPERATING	21,064	19,533	(1,531)
4,806	4,806	0	10 Administration	19,219	19,219	0
371	0	(371)	41 Grounds	1,262	0	(1,262)
186	277	91	42 Special Projects	965	1,106	141
3,817	3,817	0	44 Community Services	15,273	15,273	0
297	63	(234)	50 Janitorial	891	249	(642)
742	0	(742)	52 After Hours	742	0	(742)
631	0	(631)	53 Electrical Maint	631	0	(631)
557	0	(557)	54 Plumbing Maint	557	0	(557)
742	0	(742)	55 Building Maint	742	0	(742)
371	0	(371)	56 HVAC	371	0	(371)
0	223	223	57 Appliance Maint	0	889	889
17,766	14,070	(3,696)	100 Salary Adjustment	61,716	56,269	(5,447)
98,843	93,893	(4,950)	TOTAL MUTUAL-OPERATING	414,011	399,634	(14,377)
2,542	3,158	(616)	TOTAL EXPENSES	(13,931)	(11,424)	(2,507)
			INCOME/DEFICIT			

May 2020

May 12, 2020



General Manager's Report

Community Financials

For the period ending March 31, 2020, net operating expenses were \$40,000 over budget.

As of March 31, 2020, year-to-date net operating expenses were \$105,000 over budget.

Financial statements for the period ending April 30th will be published the week of May 18th. Estimated deficit for the month of approximately \$180-190k.

Property Transfers

In the month of April, there were 27 property transfers which totaled \$140,000 in transfer fees.

House Fire: Mutual 9

An early morning house fire occurred on May 13th. There were no reported injuries.

One duplex style unit was affected (two homes under one roof). The unit where fire originated is a total loss; however, the firewall separating the two homes was effective in limiting damage to the adjacent unit. The restoration company believes the adjacent unit will be habitable by the end of the day on May 13th. The fire is under investigation for suspected arson.

Clubhouse I/ Admin Bldg Site Plan Amendment Update

Construction Documents and Specifications for the new Administration Building are being finalized the week of May 11th and will be submitted for bidding and Montgomery County permitting in early June. Parks and Planning certification drawings are being finalized; including site improvement performance bonding requirements. Review of local General Contractor qualifications is in process to determine a short list of bidders to consider for the project, in addition to Morgan Keller Construction.

2020-2021 Master Insurance Policy Renewal

The broker working with LW Management has begun the bidding process for the 2020-2021 policy renewal period. Current coverage expires on 7/31/20. There is the possibility of an increase in the deductible. Additional information will be provided as it becomes available.

Comcast Update

The onsite Comcast office is closed due to the COVID-19 pandemic.

Upcoming Office Closures:

- **May 25—**
Memorial Day
- **July 4—**
Independence Day

Dental Office Update:

Dr. DeVries is sending a letter to all of her patients regarding the status of re-opening her office in LW. At this time, the dental office located in the Medical Center will remain closed due to low PPE supply and increased risk of virus exposure to residents and staff. When the office is prepared to re-open, notification will be provided to residents.

Indoor Pool Repairs

The contract for the indoor pool work was signed on May 1st. The work is currently scheduled to begin in July. The indoor pool facility will remain closed until the work has been completed.

Golf Course Walking—Reminders

Walking on the paved golf cart paths is encouraged during non-golfing hours, walkers are advised of the following:

- Hours for walking:

Holes 1-9: Daily – before 8 a.m. and after 6:30 pm

Holes 10-18: Tuesday and Wednesday – before 8 am and after 6:30 p.m. and Thursday through Monday – before 9 am and after 6:30 pm

Maps of the golf course showing numbered holes and golf cart paths are available at (residents.lwmc.com)

- The schedule is subject to change. Check (residents.lwmc.com), TV channel 972 and Leisure World News for updates.
- Stay on the golf cart path! Walking, running, playing, etc. on the greens and fairways can damage the turf and incur costly repairs.
- Pedestrians only may use the golf cart paths. For everyone's safety, bicycles, skateboards, scooters and the like are not allowed.
- Golf vehicles have the right of way on the paths. If necessary, step off the path until the vehicle passes.
- *Use the golf course for golfing/walking at your own risk. Be careful of uneven surfaces on the golf cart paths.*

2021 Budget Planning

The GM has prepared draft budget assumptions for review and discussion at the May Budget & Finance Committee Meeting. Draft assumptions will be submitted to the LWCC Board in May/June.

HR Corner

In the month of April, there were 0 new hires and 15 lack of work layoffs.

We have the following open positions:

- Evening Maintenance Technician —PPD
- Security Guard — Security
- Service Plumber — PPD