

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
ZOOM CONFERENCE - 1:00 P.M.  
WEDNESDAY, June 24, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)
2. Approval of The Agenda
3. Approval of Minutes May 27, 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)**
  - b. CD Activity **(Attachment)**
7. Unfinished Business –
  - a. Updates Ongoing Projects- Bylaws
8. New Business/Action Items –
  - a. ABM- Rittenberg **(Attachment)**
  - b. Status of the Fire Door- Building #94
  - c. Priority Status- Electric Box Building #88
  - d. E&R Services- Window Washing Proposal **PENDING**
  - e. Annual Meeting Discussion
  - f. McFall & Berry Proposals **(Attachment)**
  - g. Compliance with State Law- Flooring 2<sup>nd</sup> floor and Above
9. Correspondence
  - a. Health and Risk Concerns- Mr. Leiva **(Attachment)**
10. Leisure World Board of Directors and Advisory Committee Reports **(Attachment)**
11. Building Representatives
12. Next Regular Board Meeting – Wednesday- July 29<sup>th</sup>, 2020 at 1:00PM
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, May 27, 2020

**Res. #126-#131**

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, May 27, 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; Sigrid Nadeau, Director.

Directors Absent: Regina Goldsborough, Director.

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

Visitors: Jane Gervais, Clayton Lewis, Kenneth Sorkin, ASL-Interpreter: Mary Anderson.

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 amended with addition to 8. C) Damage to Bulletin Board.
3. Approval of Minutes of February 26, 2020 – The February 26, 2020 Regular Board meeting minutes were approved as amended by correcting Ms. Chamberlain's name in the visitor section.
4. Unit Owners and Residents Open Forum- No reports were presented from the unit owners at the meeting.
5. General Manager's Report – The May 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.
  - A. Discussion of Delinquencies- Mr. Gervais informed the Board of the current delinquencies and will update if any actions need to be taken.
  - B. Invoices- Upon motion duly made and seconded, the Board agreed,

To approve payment of \$1,067.00 to Dyna-electric (Invoice: #33035) for a quarterly inspection on 04/24/2020.

**Resolution #126, 05/27/2020**

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$1,200.00 to McFall & Berry (Invoice:IN206463) for tree maintenance at 15211

Elkridge Way on 05/19/2020.

**Resolution #127, 05/27/2020**

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$2,277.00 to Dyna-electric (Invoice: #33240) for providing labor to replace the FDC in all buildings on 05/07/2020.

**Resolution #128, 05/27/2020**

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$223,725.24 to A.B. Veirs & Sons, Inc. (Invoice: #406) for the repaving of the Beaverbrook and Elkridge Way parking lots.

**Resolution #129, 05/27/2020**

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$1,150.00 to Corinne G. Rosen, ESQ. for legal services rendered on May 26, 2020.

**Resolution #130, 05/27/2020**

7. Unfinished Business

- A. Updates Ongoing Projects- Bylaws- Mr. Gervais reported the proposed Bylaw amendments will be included with the Annual Meeting Notice as well as the insurance changes.
- B. Discussion of Temporary Use of Beaverbrook Parking Lot- Mr. Dunn notified the Board of three parking spaces being temporarily used by Mutual 19A residents while the ramp construction takes place.

8. New Business/Action Items

- A. LWCC Board Representative- The Board discussed options on choosing the Mutual's Representative. This item will be placed in the Annual Meeting Agenda.
- B. Watering Request Form- Mr. Gervais presented the watering request form to the Board for work that will be done by McFall & Berry. Upon motion duly made and seconded, the Board agreed,

To authorize McFall & Berry to perform the watering request form in Mutual 19B.

**Resolution #131, 05/27/2020**

- C. Damages to Bulletin Board- Mr. Benefiel informs the Board of occurring damage to building 93's bulletin Board. The Board discussed the possibilities of inquiring cameras for the lobby of the building.

9. Building Representatives – No reports were presented from the Building Representatives at the meeting.

10. Next Regular Board Meeting – Wednesday, June 24<sup>th</sup>, 2020 at 1:00 p.m.- TBD

11. Adjournment – The meeting adjourned at 2:44 p.m.

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Rita Mastrorocco, Secretary

Mutual 19B - June 24, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 5/1/20	\$ 97,402.87
Total Receipts - May	458,068.05
Total Disbursements - May	<u>(443,321.80)</u>
Balance - 5/31/20	\$ 112,149.12

Net Operating Expenses

Year To Date - 5/31/20	\$ 3,997	Over Budget
Month of May - 2020	\$ 1,490	Over Budget

Cash Investments

	<u>5/31/20</u>	<u>4/30/20</u>
Replacement Reserve	\$1,586,484.32	\$1,791,955.22
Maintenance Reserve	185,343.15	180,985.02
Insurance Deductible Reserve	28,826.72	28,378.80
Other	<u>165,758.52</u>	<u>158,698.50</u>
Total	\$1,966,412.71	\$2,160,017.54

Delinquent Report (as of June 16, 2020)

3 accounts have fee charges of \$616.00 less than 30 days old  
 (\$54.00 of above amount are for charges over 30 days old)  
 1 account has fee charges of \$5,699.00 - 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 \$9,542.00 starting from 12/1/18  
 Total Delinquent = \$18,992.43

Reserve Expenditures - YTD 5/31/20

Replacement Reserve	\$ 226,049
Maintenance Reserve	8,880
Insurance/Legal	<u>1,819</u>
Total	\$ 236,748

To Reserves YTD 5/31/20

\$124,275



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 05/31/2020

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
20,584	24,645	4,061	TOTAL UTILITY EXPENSES	135,769	138,504	2,735
0	167	167	OTHER EXPENSES	122	835	713
340	167	(173)	01 Activities	1,360	835	(525)
			Bad Debt			
340	334	(6)	TOTAL OTHER EXPENSES	1,482	1,670	188
36,428	38,115	1,687	TOTAL OPERATING EXPENSES	202,621	210,104	7,483
223,725	0	(223,725)	RESERVE EXPENSES	223,725	0	(223,725)
0	0	0	01 RR Concrete	2,324	0	(2,324)
61	0	(61)	06 RR Elevator	1,715	0	(1,715)
407	0	(407)	03 MR Electrical	614	0	(614)
(188)	0	188	05 MR Plumbing	432	0	(432)
0	0	0	08 MR HVAC	842	0	(842)
451	0	(451)	10 MR Other	4,508	0	(4,508)
769	0	(769)	12 MR Building Maint	769	0	(769)
0	0	0	21 MR Elevators	1,819	0	(1,819)
			01 ILR Insurance/Legal			
225,225	0	(225,225)	TOTAL RESERVE EXPENSES	236,748	0	(236,748)
7,554	7,094	(460)	COMMUNITY FACILITIES	37,001	35,466	(1,535)
2,338	2,715	377	10 Administration	13,545	13,579	34
1,781	2,226	445	20 Education & Recreation	11,281	11,130	(151)
0	(170)	(170)	21 Club House II	0	(851)	(851)
148	143	(5)	22 LW News	742	713	(29)
(74)	(158)	(84)	25 Food Service	(668)	(784)	(116)
1,113	300	(813)	30 Medical Center	4,750	1,504	(3,246)
1,552	1,552	0	40 PPD Management	7,759	7,759	0
1,781	1,745	(36)	41 Grounds	8,980	8,726	(254)
12,283	12,306	23	43 Trash	61,415	61,530	115
1,113	1,079	(34)	58 TV	5,455	5,400	(55)
5,195	5,300	105	60 Transportation	25,531	26,505	974
594	571	(23)	65 Security	2,969	2,857	(112)
1,410	951	(459)	70 Street Lights	5,641	4,759	(882)
445	151	(294)	80 Golf Course	1,781	757	(1,024)
26	27	1	81 Pro Shop	130	139	9
248	248	0	85 Comm Call System	1,238	1,238	0
4,683	4,683	0	90 Snow Reserve	23,415	23,415	0
130	130	0	92 Prop Maint Rsv	652	652	0
			93 Contg Rsv			





MUTUAL 19B  
CASH INVESTMENTS  
May 31, 2020

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							112,149.12	112,149.12
<b>MONEY MARKET</b>									
	ATLANTIC UNION BANK	0.55%						60,054.86	60,054.86
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ATLANTIC UNION BANK	0.55%	0.00			69,615.25	12,778.11		82,393.36
100003	AXOS BANK	1.15%	60,207.36						60,207.36
100028	PACIFIC NATIONAL BANK	1.50%	59,474.94			106,202.13	16,048.61		181,725.68
<b>CERTIFICATES OF DEPOSIT</b>									
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	110,558.25				110,558.25
100026	STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
100024	FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
100027	STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
100033	CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	107,105.81				107,105.81
100018	SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	163,275.76				163,275.76
100032	REVERE BANK	2.47%	150,000.00	03/13/2021	152,488.74				152,488.74
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	105,926.82				105,926.82
100034	REVERE BANK	2.13%	53,210.81	02/10/2023	53,490.34				53,490.34
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
			(3,080.31)			9,525.77	0.00	(6,445.46)	
<b>TOTAL</b>									
			<b>1,586,484.32</b>		<b>185,343.15</b>	<b>28,826.72</b>	<b>165,758.52</b>	<b>1,966,412.71</b>	

DUE TO FROM:



# General Manager's Report

**June 2020**

June 15, 2020

## Community Financials

For the period ending May 31, 2020, net operating expenses were \$67,200 over budget.

Year-to-date net operating expenses were \$365,500 over budget.

## Property Transfers

In the month of May, there were 21 property transfers which totaled \$82,400 in transfer fees. Thus far, June property transfer numbers are similar to May.

## Clubhouse I/ Admin Bldg Site Plan Amendment Update

The project is proceeding with minimal document production delays due to Covid-19. In May, there were 2-3 weeks that site access was not allowed causing field evaluation by design engineers, which delayed the Clubhouse I drawings and specifications.

The anticipated completion date of the new building and Clubhouse I renovation design package and submission for building permits is the first week in July. Civil Engineering design documents have been submitted to Montgomery County for permits and fee payment. Permits are anticipated for SWM at the end of July and for WSSC at the end of August.

A short list of qualified general contractors is being prepared for the bidding process with a bid due date of mid-August and contract award in early September.

## 2020-2021 Master Insurance Policy Renewal

The broker working with LW Management has begun the bid review 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.

The Insurance Advisory Committee will review the proposals at their meeting on June 22nd.

## LW Strategic Plan Update

George Mason University continues work on the Strategic Plan. Current timeline detailed below:

- Mid-June: Complete facility tour, initial drafting meeting with Special Strategic Planning Committee (SSPC)
- Early July: draft report of recommendations to SSPC
- Mid-July: meet with SSPC on comments
- Late July/first week of August: SSPC submits report to board
- Release of Report following board authorization

## Upcoming Office Closures:

- **July 3—**  
Independence Day

## Modified Re-Opening Plan

Management is developing a modified re-opening plan in accordance with phase 2 of Montgomery County's opening.

Information regarding our re-opening approach will be shared via LW resident's website, CCTV channels and LW News.

## Indoor Pool Repairs

The contract for the indoor pool work was signed on May 1st. The work is currently scheduled to begin in late June. 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 am

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

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

- The schedule is subject to change. Check ([residents.lwmc.com](http://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.
- After 6:30pm, there are no personnel actively managing/overseeing the golf course property.
- *Use of the open space after 6:30pm is 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 June.

The CPI index from the Department of Labor was released on June 10th.; the index change from May 2019 to May 2020 was -0.1%

## HR Corner

In the month of May, there was 1 new hire and 0 terminations.

We have the following open positions:

- Evening Maintenance Technician —PPD
- Golf Course Technician (Seasonal) — Golf
- HVAC Technician — PPD
- Security Guard — Security
- Service Plumber — PPD