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 2nd 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 29th, 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. <u>Call to Order</u> Mr. Dunn called the meeting to order at 1:00 p.m.
- 2. <u>Approval of the Agenda</u> The agenda was approved as amended with addition to 8. C) Damage to Bulletin Board.
- 3. <u>Approval of Minutes of February 26, 2020</u> The February 26, 2020 Regular Board meeting minutes were approved as amended by correcting Ms. Chamberlain's name in the visitor section.
- 4. <u>Unit Owners and Residents Open Forum</u>- No reports were presented from the unit owners at the meeting.
- 5. <u>General Manager's Report</u> The May 2020 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
- 6. <u>Treasurer's Report-</u>Mr. Gervais presented the Treasurer's report to the Board and all visitors.
 - A. <u>Discussion of Delinquencies</u> 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 repaying 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. <u>Updates Ongoing Projects- Bylaws-</u> Mr. Gervais reported the proposed Bylaw amendments will be included with the Annual Meeting Notice as well as the insurance changes.
- B. <u>Discussion of Temporary Use of Beaverbrook Parking Lot-</u> 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. <u>LWCC Board Representative</u>- The Board discussed options on choosing the Mutual's Representative. This item will be placed in the Annual Meeting Agenda.
- B. <u>Watering Request Form-</u> 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. <u>Damages to Bulletin Board-Mr.</u> 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. <u>Building Representatives</u> No reports were presented from the Building Representatives at the meeting.
- 10. Next Regular Board Meeting Wednesday, June 24th, 2020 at 1:00 p.m.- TBD

Rita Mastrorocco, Secretary

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

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

Treasurer's Report

Balance Forward - 5/1/20 Total Receipts - May Total Disbursements - May Balance - 5/31/20	\$ 97,402. 458,068. (443,321. \$ 112,149.	05 <u>80)</u>
Net Operating Expenses Year To Date - 5/31/20 Month of May - 2020	\$ 3,997 \$ 1,490	Over Budget Over Budget
Cash Investments Replacement Reserve Maintenance Reserve Insurance Deductible Reserve	5/31/20 \$1,586,484.32 185,343.15 28,826.72	4/30/20 \$1,791,955.22 180,985.02 28,378.80

Delinquent Report (as of June 16, 2020)

Other

Total

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 Delinguent = \$18,992.43

165,758.52

\$1,966,412.71

158,698.50

\$2,160,017.54

YTD 5/31/20	To Reserves YTD 5/31/20
\$ 226,049	
8,880	
1,819	
\$ 236,748	\$124,275
	\$ 226,049 8,880

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

> 3701 Rossmoor Blvd. Silver Spring MD 20906

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(734) 6211 05 Sprinkler Contract (734) 6211 05 Sprinkler Contract (2,027) 6211 06 Repair Sprinkler, F/A (2,027) 6211 06 Repair Sprinkler, F/A (3,027) 6211 07 Fire Marshli, Permit (480) 6211 10 F/A Inspections (483) 6214 02 Grounds Landscaping (49) 6224 Telephone (2,761) TOTAL BUILDING EXPENSES (2,761) TOTAL BUILDING EXPENSES (2,761) TOTAL SPENSES	(734) 6211 05 Sprinkler Contract (2,027) 6211 05 Sprinkler, F/A (2,027) 6211 05 Repair Sprinkler, F/A (3,199 (4) 6211 10 F/A Inspections (463) 6214 10 F/A Inspections (463) 6214 10 F/A Inspections (47) 6224 Telephone (5,761) TOTAL BUILDING EXPENSES (6,761) TOTAL BUILDING EXPENSES (7,761) TOTAL BUILDING EXPENSES (8,761) 98 Electric Com Area (8,761) 99 Electric Master (8,1) 6301 99 Electric Master (8,1) 6301 97 Electric Pr Yr MM		111	- 00	6204	US Elevator inspections	360	1 460	1 100
(734) 6211 05 Sprinkler Contract (734) 6211 06 Repair Sprinkler,F/A (2,027) 6211 06 Repair Sprinkler,F/A (33 6211 07 Fire Marshll, Permit (480 6211 10 F/A Inspections (463) 6214 02 Grounds Landscaping (4) 6224 Telephone (2,761) TOTAL BUILDING EXPENSES (2,761) UTILITY EXPENSES	(734) 6211 05 Sprinkler Contract (2,027) 6211 06 Repair Sprinkler, F/A 33 6211 06 Repair Sprinkler, F/A 33 6211 07 Fire Marshll, Permit 480 6211 10 F/A Inspections (463) 6214 02 Grounds Landscaping (4) 6224 Telephone (2,761) TOTAL BUILDING EXPENSES (2,761) TOTAL BUILDING EXPENSES (32,833 32,833 316 6301 98 Electric Com Area (429) 6301 99 Electric Master (429) 6301 99 Electric Master (61) 6301 97 Electric Pr Yr MM		282	767	6079	Pest control	000	001	201
(2,027) 6211 06 Repair Sprinkler,F/A 3,199 1,250 1,250 1,250 0,33 6211 07 Fire Marshli, Permit 0 2,400 165 0,2,400 1,463 6214 02 Grounds Landscaping 2,761) TOTAL BUILDING EXPENSES 32,833 35,530 UTILITY EXPENSES	(2,027) 6211 06 Repair Sprinkler, F/A 33 6211 07 Fire Marshli, Permit 480 6211 10 F/A Inspections (463) 6214 02 Grounds Landscaping (4) 6224 Telephone (2,761) TOTAL BUILDING EXPENSES 806 6301 98 Electric Com Area 316 6301 99 Electric Master (81) 6301 97 Electric Pr Yr MM		333	(734)	6211	05 Sprinkler Contract	1,817	1,665	(152)
33 6211 07 Fire Marshll, Permit 0 165 480 6211 10 F/A Inspections 0 2,400 2,400 2,400 2,400 2,400 3,722 5,835 (4) 6224 Telephone 905 (2,761) TOTAL BUILDING EXPENSES 32,833 35,530 UTILITY EXPENSES	33 6211 07 Fire Marshli, Permit 480 6211 10 F/A Inspections (463) 6214 02 Grounds Landscaping (2,761) TOTAL BUILDING EXPENSES (32,833 32,833 35) (429) 6301 98 Electric Com Area (429) 6301 99 Electric Master (429) 6301 99 Electric Pr Yr MM		250	(2.027)	6211	06 Repair Sprinkler, F/A	3,199	1,250	(1,949)
480 6211 10 F/A Inspections 0 2,400 (463) 6214 02 Grounds Landscaping 3,722 5,835 (4) 6224 Telephone 905 910 (2,761) TOTAL BUILDING EXPENSES 32,833 35,530 UTILITY EXPENSES 0TILITY EXPENSES	480 6211 10 F/A Inspections (463) 6214 02 Grounds Landscaping (2,761) TOTAL BUILDING EXPENSES (3,722 905 (3,722 605 (3,722 605 (3,722 605 (4,505 60		33	33	6211	07 Fire Marshll, Permit	0	165	165
(463) 6214 02 Grounds Landscaping 3,722 5,835 (4) 6224 Telephone 905 910 (2,761) TOTAL BUILDING EXPENSES 32,833 35,530	(463) 6214 02 Grounds Landscaping 3,722 (463) 6224 Telephone Telephone TOTAL BUILDING EXPENSES 32,833 35,833 36 6301 98 Electric Com Area 316 6301 99 Electric Master (429) 6301 97 Electric Pr Yr CA (429) 6301 97 Electric Pr Yr MM		480	480	6211	10 F/A Inspections	0	2,400	2,400
(4) 6224 Telephone 905 910 2,761) TOTAL BUILDING EXPENSES 32,833 35,530 UTILITY EXPENSES	(2,761) TOTAL BUILDING EXPENSES 32,833 35,833 35,833 35,833 35,833 36,8301 98 Electric Com Area 316 6301 99 Electric Master (429) 6301 97 Electric Pr Yr CA (429) 6301 97 Electric Pr Yr MM		1 167	(463)	6214	02 Grounds Landscaping	3,722	5,835	2,113
(2,761) TOTAL BUILDING EXPENSES 32,833 35,530 2.	(2,761) TOTAL BUILDING EXPENSES 32,833 35,83		182	(4)	6224	Telephone	902	910	5
UTILITY EXPENSES	806 6301 98 Electric Com Area 316 6301 99 Electric Pr Yr CA (429) 6301 99 Electric Master 78,128 77 (81) 6301 97 Electric Pr Yr MM		7.106	(2.761)			32,833	35,530	2,697
	806 6301 98 Electric Com Area 316 6301 96 Electric Pr Yr CA (429) 6301 99 Electric Master (81) 6301 97 Electric Pr Yr MM								
	806 6301 98 Electric Com Area 17,036 17 316 6301 96 Electric Pr Yr CA 0 17 6301 99 Electric Master 77 (81) 6301 97 Electric Pr Yr MM					UTILITY EXPENSES			
	(81) 6301 97 Electric Master (81) 6301 97 Electric Pr Yr MM		310	310	020	SO LI LI CO	70 428	050,77	000,
	(81) 6301 97 Electric PT 17 MIN		11,372	(429)	6301	99 Electric Master	10,128	978,77	(149)
(429) 6301 99 Electric Matter 77,930	3 440 6303 00 \/\siter		(81)	(81)	6303	97 Electric PT 11 MM	40 606	42 070	1 464

CURRENT PERIOD ACTUAL 20,584	MONTHLY					ATD	
20,584	BUDGET	VARIANCE			ACTUAL	BUDGET	VARIANCE
	24,645	4,061		TOTAL UTILITY EXPENSES	135,769	138,504	2,735
0	167	167	6401	OTHER EXPENSES 01 Activities	122	835	713
340	167	(173)	6403	Bad Debt	1,360	835	(525)
340	334	(9)		TOTAL OTHER EXPENSES	1,482	1,670	188
36,428	38,115	1,687		TOTAL OPERATING EXPENSES	202,621	210,104	7,483
				RESERVE EXPENSES			
223,725	0	(223,725)	0069	01 RR Concrete	223,725	0	(223,725)
0 5	0 0	(61)	6900	06 RR Elevator	2,324	0 0	(2,324)
407	00	(407)	0069	05 MR Plumbina	614	00	(614)
(188)	0	188	0069	08 MR HVAC	432	0	(432)
0	0	0	0069	10 MR Other	842	0	(842)
451	0	(451)	0069	ME	4,508	0	(4,508)
769	0	(269)	0069	21 MR Elevators	692	0	(26)
0	0	0	0069	01 ILR insurance/Legal	1,819	0	(1,819)
225,225	0	(225,225)		TOTAL RESERVE EXPENSES	236,748	0	(236,748)
				COMMUNITY FACILITIES			
7,554	7,094	(460)	7100	10 Administration	37,001	35,466	(1,535)
2,338	2,715	3//	100	20 Education & Recreation	13,545	13,579	34
8	7,220	(170)	100	22 LW Nows	11,281	11,130	(151)
148	143	(5)	7100	25 Food Service	747	713	(62)
(74)	(158)	(84)	7100	30 Medical Center	(899)	(784)	(116)
1,113	300	(813)	7100	40 PPD Management	4,750	1,504	(3,246)
1,552	1,552	0	7100	41 Grounds	7,759	7,759	0
1,781	1,745	(36)	7100	43 Trash	8,980	8,726	(254)
2,283	12,306	23	7100	58 TV	61,415	61,530	115
1,113	1,079	(34)	7100	60 Transportation	5,455	5,400	(22)
5,195	5,300	105	7100	Securi	25,531	26,505	974
594	571	(23)	7100	70 Street Lights	2,969	2,857	(112)
1,410	951	(428)	7100	80 Golf Course	5,641	4,759	(882)
445	151	(584)	7100	81 Pro Shop	1,781	757	(1,024)
56	27	- (7100	85 Comm Call System	130	139	o (
248	248	00	7100	90 Snow Reserve	1,238	1,238	0 0
130	4,683	00	7100	92 Prop Maint Rsv 93 Conta Rsv	652	43,415 652	00

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

3701 Rossmoor Blvd. Silver Spring MD 20906

VARIANCE	3.116	0	(4,008)		(2,050)	0	(1,559)	233	0	(026)	(1,484)	(1,262)	(222)	(742)	(202)	1,112	(2,963)	(241,236)	(3.997)
YTD BUDGET	6,416	188	214,214		24,417	24,025	0	1,383	19,090	312	0	0	0	0	0	1,112	70,339	494,657	(9336)
YTD ACTUAL	6,416	188	218,222		26,467	24,025	1,559	1,150	19,090	1,262	1,484	1,262	222	742	202	0	78,302	735,893	(13.393)
(8)																			
	95 Repl Rsv 98 Salary Adjustment	99 Deficit	TOTAL COMMUNITY FACILITIES	MUTUAL OPERATING	10 Administration	41 Grounds	42 Special Projects	44 Community Services	50 Janitorial	52 After Hours	53 Electrical Maint	54 Plumbing Maint	55 Building Maint	56 HVAC	57 Appliance Maint	100 Salary Adjustment	TOTAL MUTUAL OPERATING	TOTAL EXPENSES	INCOME/DEFICIT
1 2	7100	7100			2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2009			
VARIANCE	0 624	0	(804)		(519)	0	(297)	91	0	(308)	(742)	(631)	0	0	(334)	223	(2,516)	(226,859)	(1,490)
MONTHLY BUDGET	1,283	38	42,838		4,884	4,806	0	277	3,817	63	0	0	0	0	0	223	14,070	95,023	2.028
CURRENT PERIOD ACTUAL	1,283	38	43,642		5,403	4,806	297	186	3,817	371	742	631	0	0	334	0	16,586	321,882	539

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MUTUAL 19B CASH INVESTMENTS May 31, 2020

INSTITUTION	YIELD RATE	PAR	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	ОТНЕВ	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							112,149.12	112,149.12
MONEY MARKET ATLANTIC UNION BANK	0.55%						60,054.86	60,054.86
ALLOCATED FUNDS:		,						
	0.55%			0.00	69,615.25	12,778.11		82,393.36
100003 AXOS BANK 100028 PACIFIC NATIONAL BANK	1.50%			59,474.94	106,202.13	16,048.61		181,725.68
CERTIFICATES OF DEPOSIT			1					
	2.85%	150,000.00	07/10/2020	150,000.00				150,000.00
100022 IIAA BANK 100026 STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
100027 STATE BANK OF TEXAS	2.20%	105,668,10	10/15/2020	107,105.81				107,105.81
	2.00%	153,278.59	12/22/2020	163,275.76				163,275.76
	2.47%	150,000.00	03/13/2021	152,488.74				152,488.74
	2.15%	150,000.00	11/12/2021	105 026 82				105 926 82
	0.12%	103,920.02 63,210.81	03/10/2023	53 490 34				53,490.34
100034 REVERE BANK 100035 CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
DUE TO FROM:				(3,080.31)	9,525.77	0.00	(6,445.46)	
TOTAL				1,586,484.32	185,343.15	28,826.72	165,758.52	1,966,412.71



Upcoming Office

Independence Day

Closures:

July 3—

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.

Modified Re-Opening Plan

Management is developing a modified reopening 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.

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 destailed 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

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)

- 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.
- 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 I 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