

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
WEDNESDAY, JULY 28, 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 (Dunn, Benefiel, Gervais, Mastrorocco, Goldsborough, Lewis, Barr)	
2. Approval of the Agenda	
3. General Manager's Report <b>(Attachment)</b>	1-2
4. Approval of Minutes – June 30, 2021 Board Meeting Minutes <b>(Attachment)</b>	3-5
5. Unit Owners and Residents Open Forum	
6. Treasurer's Report <b>(Attachment)</b>	6
a. Invoices <b>(Attachment)</b>	7-14
7. Unfinished Business –	
a. Surveillance Cameras – Update	
b. Bylaw Amendments – Update	
c. Elevator Replacement Plan	
d. Mutual 19-BEE Newsletters <b>(Attachment)</b>	15
e. Status of Rebuilding Building 91: Permits, Timetable	
f. Status of Trash Door Replacement (Bldg. #90)	
g. Window Washing Proposal	
8. New Business –	
a. Changes on Insurance Coverage	
b. Status of M19B 910089 002H 01 (Delinquency)	
c. Reserve Study Proposal <b>(Attachment)</b>	16-26
d. Resales Fee <b>(Attachment)</b>	27-28
9. Correspondence	
a. Claire Simons Unit #92-2J <b>(Attachment)</b>	29-30

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10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Annual Meeting Date – Wednesday, August 25, 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, June 30, 2021

Res. #7-13

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, June 30, 2021, 2:17 p.m.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; John Barr, Director; Regina Goldsborough, Director; Clayton Lewis, Director.

Management: Crystal Castillo, Assistant General Manager of Support Services; Cierra Coleman, Mutual Assistant

Visitors: Kent Mason, Joann Mauzy, Laura Rittenberg, JoAnn Grant, Virginia Austin, Janet Lazar

1. Call to Order – Mr. Dunn called the meeting to order at 2:17 p.m.
2. Approval of the Agenda – The agenda was amended with the addition of Item F. Watering Request.
3. General Manager's Report – Ms. Castillo presented the June 2021 General Manager's report. All questions and comments were responded to by Ms. Castillo.
4. Approval of May 26, 2021, Regular Board Meeting Minutes – The May 26, 2021, regular Board meeting minutes were approved as distributed for the Board's review.
5. Approval of Closed Session Minutes – May 26, 2021 – The May 26, 2021, closed session Board meeting minutes were approved as distributed for the Board's review.
6. Unit Owner's and Resident's Open Forum – All questions and comments were addressed by the Mutual 19B Board of Directors.

7. 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:

<b>INVOICE AMOUNT:</b>	<b><u>VENDOR   INVOICE #   DESCRIPTION:</u></b>
<b>\$2,158.04</b>	<b><u>LWMC Physical Properties Invoice #192944</u></b> – Water Shutdown coordinated with Dynalectric – Buildings 88, 89, 90, 91, 92, 93 and 94. Bill dated 5/26/2021.

**Resolution # 7, 6/30/2021**

b. Chute Master Invoice #21021155 – Upon motion duly made, the Board agreed,

To pay only half of the total amount (\$2,337.30) of this invoice, \$1,168.65, due to the Board's dissatisfaction with their services.

**Resolution # 8, 6/30/2021**

8. Unfinished Business –

a. Surveillance Camera – Update – No report at this time.

b. Bylaw Amendments – Schedule Special Meeting NEW Date/Cover Letter – The Board agreed to have the Bylaws committee review the proposed bylaw amendments. After the Bylaws are drafted and reviewed by the Mutual's attorney, the Board will then schedule a time and date to hold a special meeting for the proposed Bylaw Amendments.

c. Elevator Replacement Plan – Mr. Benefiel will contact Schindler to follow-up on the Elevator Replacement plan.

d. Bench Grading Proposal – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal: Proposal #L21318ME in the amount of 90.00 to ¼ cubic yd of topsoil packed thoroughly, then seed & curlex for the bench in front of Bldg. 92.

**Resolution # 9, 6/30/2021**

- e. Cutting Grass at Bldg. #91 – Upon motion duly made, the Board agreed, Landscaping committee will contact McFall & Berry to get a proposal for cutting the grass at Building #91.

**Resolution # 10, 6/30/2021**

- f. Dynalectric follow-up of water cut off issues – The Board agreed to have the Mutual Assistant send a list of units effected by the Dynalectric water shut-off to Mr. Dunn for Dynalectric to do a follow-up.
- g. Status of Helen Smith Insurance Claim – Bldg. 93-1J – Mr. Gervais reported that the claim was submitted to the insurance department. The work was not covered because the work was due to a maintenance issue underneath the concrete.
- h. Status of Trash Door Replacement (Bldg. #90) – Mr. Gervais has been in contact with Lee Shields at Physical Properties about this item. Lee Shields will update the Board on the status of this item as new information comes in.

9. New Business –

- a. Reserve Study Proposal – The Board agreed to have Mr. Dunn do additional research on this the proposal and provide a formal proposal at their next meeting so the Board can approve the Reserve Study.
- b. Status of the Rebuilding of Building #91 – All questions and comments about the status of the Rebuilding of Building #91 were addressed by the Mutual 19B Board of Directors at the Reconvene Annual Meeting. Upon motion duly made, the Board agreed,

To enter a formal agreement with Marcia Fletcher to pay her \$400.00 monthly for a "19-BEE" newsletter and the "The Road Home" newsletter.

**Resolution # 11, 6/30/2021**

- c. Approve Holiday Party date, Friday, Dec. 10 from 5:00 to 9:00 – Upon motion duly made, the Board agreed,

To change and approve the Holiday Party date for December 22, 2021, from 5:00 p.m. to 9:00 p.m.

Resolution # 12, 6/30/2021

- d. Window Washing Proposal – The Board will act once they receive the correct window washing proposal.
- e. Members in Good Standing Issues (Bldg. #91) – The Board discussed the Bylaws that state owners must be in good standing, which includes being up to date with their condo fees, in order to vote. There was no action taken on this item.
- f. Watering Request – Upon motion duly made, the Board agreed,  
To accept the McFall and Berry watering request to water all stressed &/or newly planted shrub & tree material in planting beds &/or other areas at Mutual 19-B.

Resolution # 13, 6/30/2021

- 10. Correspondence – None at this time.
- 11. Leisure World Board of Directors and Advisory Committee Reports – All reports were presented by the Mutual representatives.
- 12. Building Representatives – All questions and comments were addressed by the Mutual Board of Directors.
- 13. Adjournment – The meeting adjourned at 4:00 p.m.

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Rita M. Mastrorocco, Secretary

Mutual 19B - July 28, 2021 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 6/1/21	\$ 86,749.15
Total Receipts - June	119,261.56
Total Disbursements - June	<u>(95,153.54)</u>
Balance - 6/30/21	\$ 110,857.17

Net Operating Expenses

Year To Date - 6/30/21	\$ 4,391	Under Budget
Month of June - 2021	\$ 3,013	Under Budget

Cash Investments

	<u>6/30/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,780,511.92	\$1,691,183
Maintenance Reserve	224,083.70	202,073
Insurance Deductible Reserve	25,238.33	22,691
Other	<u>177,388.34</u>	<u>170,941</u>
Total	\$2,207,222.29	\$2,086,888

Delinquent Report (as of July 16, 2021)

9 accounts (not from Bldg. #91) have charges of \$4,880.00  
 (\$2,847.00 of the \$4,880.0 are current charges from 6 accounts)  
 (\$2,033 left, \$1,247 from 6 > 30 days, \$657 from 4 > 60, \$129 from 4 > 90)  
 There are 8 accounts from Bldg. #91 totaling \$24,054.00.  
 1 account (Bldg. #89) has fee charges of \$14,227.00 - 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 \$16,151.00 starting from 12/1/18  
 Total Delinquent = \$60,141.00

Reserve Expenditures - YTD 6/30/21

Replacement Reserve	\$ 7,592
Maintenance Reserve	8,662
Insurance/Legal	<u>0</u>
Total	\$ 16,254

To Reserves YTD 6/30/21

\$138,514

07/19/2021  
12:19 PM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
06/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
119,283	119,283	0	5110	715,698	715,698	0
1,392	3,234	(1,842)	5111	9,551	19,404	(9,853)
150	0	150	5114	600	0	600
2,619	0	2,619	5200	16,254	0	16,254
(22,891)	(23,375)	484	5800	(138,514)	(140,250)	1,736
100,554	99,142	1,412		603,589	594,852	8,737
88	88	1	6112	525	528	3
0	0	0	6115	4,250	4,250	0
0	83	83	6117	0	498	498
4,468	4,421	(47)	6118	26,808	26,526	(282)
260	275	15	6118	1,561	1,650	89
0	0	0	6119	200	0	(200)
520	933	413	6120	3,120	5,598	2,478
250	0	(250)	6125	250	0	(250)
0	167	167	6138	525	1,002	477
5,586	5,967	381		37,239	40,052	2,813
0	3,333	3,333	6202	0	19,998	19,998
1,803	1,629	(174)	6204	10,815	9,774	(1,041)
0	167	167	6204	1,269	1,002	(267)
0	111	111	6204	0	666	666
154	292	138	6209	709	1,752	1,043
0	333	333	6211	1,067	1,998	931
0	250	250	6211	8,664	1,500	(7,164)
0	33	33	6211	0	198	198
0	480	480	6211	0	2,880	2,880
440	1,167	727	6214	4,496	7,002	2,506
181	187	6	6224	1,086	1,122	36
2,578	7,982	5,404		28,106	47,892	19,786
981	2,520	1,539	6301	17,680	19,800	2,120
0	(149)	(149)	6301	0	(894)	(894)
6,675	11,060	4,385	6301	81,726	86,900	5,174
0	(1,598)	(1,598)	6301	0	(9,588)	(9,588)
18,850	11,423	(7,427)	6303	68,648	57,116	(11,532)



07/19/2021  
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Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
06/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
26,506	23,256	(3,250)	TOTAL UTILITY EXPENSES	168,053	153,334	(14,719)
0	167	167	OTHER EXPENSES	0	1,002	1,002
0	667	667	01 Activities	2,668	4,002	1,334
0	834	834	Bad Debt	2,668	5,004	2,336
34,669	38,039	3,370	TOTAL OTHER OPERATING EXPENSES	236,067	246,282	10,215
0	0	0	RESERVE EXPENSES	3,515	0	(3,515)
0	0	0	01 RR Concrete	1,386	0	(1,386)
1,691	0	(1,691)	15 RR Roofs	2,691	0	(2,691)
196	0	(196)	35 RR Doors	1,787	0	(1,787)
0	0	0	03 MR Electrical	197	0	(197)
0	0	0	04 MR Drainage	48	0	(48)
0	0	0	08 MR HVAC	1,795	0	(1,795)
47	0	(47)	09 MR Gutters	925	0	(925)
324	0	(324)	10 MR Other	2,442	0	(2,442)
0	0	0	12 MR Building Maint	94	0	(94)
0	0	0	20 MR Dryer Vents	120	0	(120)
362	0	(362)	21 MR Elevators	1,207	0	(1,207)
0	0	0	23 MR Repair Wall Crack	47	0	(47)
2,619	0	(2,619)	24 MR Doors & Windows	16,254	0	(16,254)
7,554	7,524	(30)	TOTAL RESERVE EXPENSES	46,241	45,144	(1,097)
2,449	2,850	401	COMMUNITY FACILITIES	15,178	17,100	1,922
2,301	2,354	53	10 Administration	13,990	14,124	134
297	(48)	(345)	20 Education & Recreation	779	(288)	(1,067)
148	124	(24)	21 Club House II	909	744	(165)
0	(55)	(55)	22 LW News	(148)	(330)	(182)
445	328	117	25 Food Service	2,709	1,968	(741)
1,593	1,594	1	30 Medical Center	9,558	9,563	5
1,855	1,840	(15)	40 PPD Management	10,836	11,040	204
12,320	12,674	354	41 Grounds	74,997	76,044	1,047
1,113	1,103	(10)	43 Trash	6,605	6,618	13
5,121	5,114	(7)	58 TV	30,095	30,684	589
594	544	(50)	60 Transportation	3,488	3,264	(224)
557	1,035	478	70 Security	3,822	6,210	2,388
			80 Street Lights			
			80 Golf Course			

07/19/2021  
12:19 PM

3701 Rossmoor Blvd  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
06/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
111	227	116	81 Pro Shop	1,150	1,362	212
26	27	1	85 Comm Call System	156	162	6
183	185	2	90 Snow Reserve	1,098	1,108	10
3,756	3,757	1	92 Prop Maint Rsv	22,536	22,541	5
867	865	(2)	93 Contg Rsv	5,202	5,192	(10)
1,284	1,283	(1)	95 Repl Rsv	7,704	7,699	(5)
0	263	263	98 Salary Adjustment	0	1,572	1,572
42,575	43,588	1,013	TOTAL COMMUNITY FACILITIES	256,906	261,521	4,615
5,479	5,207	(272)	MUTUAL OPERATING	33,373	31,242	(2,131)
4,940	4,950	10	10 Administration	29,640	29,700	60
0	0	0	41 Grounds	668	0	(668)
111	200	89	42 Special Projects	1,076	1,200	124
4,250	4,167	(83)	44 Community Services	25,500	25,002	(498)
111	113	2	50 Janitorial	594	678	84
0	0	0	52 After Hours	148	0	(148)
0	0	0	53 Electrical Maint	37	0	(37)
0	0	0	54 Plumbing Maint	0	0	0
0	0	0	55 Building Maint	334	0	(334)
0	0	0	56 HVAC	(74)	0	74
0	0	0	57 Appliance Maint	0	552	552
0	92	92	100 Salary Adjustment	0	552	552
14,892	14,729	(163)	TOTAL MUTUAL OPERATING	91,296	88,374	(2,922)
94,755	96,356	1,601	TOTAL EXPENSES	600,523	596,177	(4,346)
5,799	2,786	3,013	INCOME/DEFICIT	3,066	(1,325)	4,391

MUTUAL 19B  
CASH INVESTMENTS  
June 30, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA								
							110,857.17	110,857.17
<b>MONEY MARKET</b>								
ATLANTIC UNION BANK	0.03%							
AXOS BANK	0.05%						10,104.86	10,104.86
							50,045.01	50,045.01
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK	0.03%			1,380.67	48,090.05	3,898.84		53,369.56
AXOS BANK	0.05%			190,729.44	50,079.36	3,887.73		244,696.53
PACIFIC NATIONAL BANK	0.55%			100,475.57	131,838.23	17,451.76		249,765.56
<b>CERTIFICATES OF DEPOSIT</b>								
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	108,619.08				108,619.08
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	155,594.54				155,594.54
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,845.12				107,845.12
100037 BANK OZK	0.99%	155,357.73	07/17/2022	156,776.65				156,776.65
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	54,740.83				54,740.83
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	111,992.89				111,992.89
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	01/21/2023	165,777.88				165,777.88
				(457.36)	(5,923.94)	0.00	6,381.30	
<b>TOTAL</b>								
				1,780,511.92	224,083.70	25,238.33	177,388.34	2,207,222.29

± DUE TO FROM:

July 2021

July 13, 2021

# General Manager's Report



## Community Financials

For the period ending June 30, 2021, net operating expenses were \$12,700 under budget.

Year-to-date, net operating expenses were approximately \$27,500 under budget.

## Property Transfers

In the month of June, there were 66 property transfers, which totaled \$322,000 in transfer fees.

## 2022 Budget Preparation

Management has provided draft operating budgets to relevant advisory committees for approval in the month of July.

## Clubhouse I Site Plan Amendment Update

The LWCC Board approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Updates are as follows:

1. Montgomery County building permit approvals are in process
2. Clubhouse I construction improvements are scheduled to start at the end of July with completion in late fall (October/early November)
3. During construction, access to the restaurants and outdoor pool will be limited to the main Clubhouse I entrance and the Maryland Room will be closed

## Update: Gate Access Project

The alpha test group of 15 residents has begun testing the system and the beta test group of 105 residents will begin testing in August. Once testing has been completed, the Security Department will proceed with rolling out the new RFID/Visitor Access system community-wide.

## Insurance Policy Renewal

Leisure World's master insurance policy expires on July 31, 2021 and the insurance broker is actively pursuing bids for policy year 8/1/21 to 7/31/22. Information will be provided once available.

## HR Corner

In the month of June, there were 5 new hires and 2 terminations.

LWMC has the following open positions:

- Appliance Mechanic (PPD)
- Clubhouse Operations Asst (E&R)
- Customer Service Manager (PPD)
- Evening Maintenance Technician (PPD)
- Evening/Weekend Clubhouse Asst (E&R)
- Golf Course Technician (Golf)
- Maintenance Technician (M20A)
- Plumbing Supervisor (PPD)
- Plumber (PPD)
- Sanitation Driver (PPD)
- Security Guard (Security)
- Special Police Officer (Security)