

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
ZOOM CONFERENCE - 1:00 P.M.
WEDNESDAY, July 29, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrococco, Gervais, Goldsborough, Austin, Nadeau)
2. Approval of The Agenda
3. Approval of Minutes June 26, 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. Approval of CD **(Attachment)**
7. Unfinished Business –
 - a. Updates Ongoing Projects- Bylaws
8. New Business/Action Items –
 - a. Chute Master Proposal **(Attachment)**
 - b. Advantage Green- Gutter, Roofing & Underground Drain Proposal **(Attachment)**
 - c. New Sidewalk- Elkridge Way to Beaverbrook Court
 - d. Discussion of Bicycles Rack in Mutual
9. Leisure World Board of Directors and Advisory Committee Reports **(Attachment)**
10. Building Representatives
11. Next Regular Board Meeting – Wednesday- August 26th, 2020 TBD
12. 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 24, 2020

Res. #132-#143

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 24, 2020 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; and, Regina Goldsborough Director; Sigrid Nadeau, Director.

Directors Absent: Virginia Austin, Director.

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

Visitors: Jane Gervais, Clayton Lewis, Teresa Mongelli, Manny Leiva, Dennis Hawkins, Hema Padmana, and Laura Rittenberg.

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 additional invoice to 6. A) Invoice List and the removal of 8. D) E&R Services- Window Washing Proposals.
3. Approval of Minutes of May 27, 2020 – The May 27, 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:
 - Manny Leiva, from 90-2D, expressed his concerns about an ongoing water damage to the unit where his mother resides. He also informed the Board on his concern for the well-being of another resident.
5. General Manager's Report – The June 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. Invoices- Upon motion duly made and seconded, the Board agreed,
To approve payment of \$1,200.00 to H&H Concrete (Invoice: #2019318) for the installation of two new concrete bench pads.

Resolution #132, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$2,358.00 to McFall & Berry (Invoice:IN2206625) for the annual Spring flower plantings throughout the Mutual on 06/08/2020.

Resolution #133, 06/24/2020

Insurance Claim: Upon motion duly made and seconded, the board agreed,

To approve payment of the following **insurance claim:**

\$543.83

For the cleaning up of vomit at the 3rd floor elevator. A&A called in by the main gate Security for 15310 Beaverbrook Court. Date of Occurrence: 05/01/2020.

Resolution # 134, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To pay Mr. Sorkin's dryer vent cleaning invoice for work order #181845 if there are no records that the unit's dryer vents were not cleaned for the Mutual's dryer vent cleaning last year.

Resolution # 135, 06/24/2020

B. CD Activity- Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the EH National Bank CD that matures on July 10, 2020 plus any interest earned at the best available rate for 24 months.

Resolution # 136, 06/24/2020

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.

8. New Business/Action Items

A. ABM- Rittenberg- Upon motion duly made and seconded, the Board agreed,

To approve Ms. Rittenberg's ABM form to replace the kitchen, bathroom, and bedroom windows at #91-3A.

Resolution # 137, 06/24/2020

B. Status of the Fire Door- Building #94- Mr. Dunn updated the Board with the upcoming work order scheduled on June 29th.

- C. Priority Status- Electric Box Building #88- Ms. Goldsborough presented the issue to the Board about the electric box's wiring that needs to be repositioned. Upon motion duly made and seconded, the Board agreed,

To authorize Mutual Assistant to create a work order to have PPD reposition the electric box by two inches higher at 15300 Beaverbrook Court.

Resolution # 138, 06/24/2020

- D. Annual Meeting Discussion- The Board discussed to hold their annual meeting in August and suggested to have a picnic style option in the Mutual's parking lot. Further discussions will be held to solidify the annual meeting information.

- E. McFall & Berry Proposals- Upon motion duly made and seconded, the Board agreed,

To approve the McFall & Berry proposal #L20158AA for the removal of serviceberry shrubs by the trash room and supplying and installing several plants, trees, flowers, and bushes at 15300 Beaverbrook Court for \$1,583.00.

Resolution # 139, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To approve McFall & Berry proposal #L20159AA pending the revision of the removed items. Approving the removal of four declining serviceberry shrubs near the building exit door and three declining Azaleas; supplying and installing Osmanthus where the serviceberry shrubs were removed at 15310 Beaverbrook Court for \$1,525.00.

Resolution # 140, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To approve the McFall & Berry revised proposal #L20160AA for the removal of declining trees in front and on the side of the building at 15311 Beaverbrook Court for \$3,750.00.

Resolution # 141, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To approve the McFall & Berry revised proposal #L20161AA for supplying and installing Delaware Valley white Azaleas and Green Mountain Boxwoods in the rear and center of the building; Removal of two Azaleas from the center of the building at 15210 Elkridge Way for \$1,360.00.

Resolution # 142, 06/24/2020

Upon motion duly made and seconded, the Board agreed,

To approve the McFall & Berry proposal #L20162AA for supplying and installing Green Mountain Boxwoods, Gold Mop Cypress, and one Hellebore around the building; Removal of declining serviceberry shrubs near the rear corner closest to Mutual 22 at 15211 Elkridge Way for \$992.00.

Resolution # 143, 06/24/2020

- F. Compliance with State Law- Flooring 2nd Floor and Above- Mr. Dunn informed the Board that unfortunately the Mutual cannot enforce padding floors in the units.
9. Correspondence-
- A. Health and Risk Concerns- Mr. Leiva- Mr. Leiva discussed his correspondence in the Open Forum for unit owners.
10. Leisure World Board of Directors and Advisory Committee Reports-
- A. Executive Board of Directors- Mr. Dunn informed the Board and visitors that the Board decided to delay the implementation of the resale fee until January 2021. The PPE loan was for \$2.6 Million for 5 years with a low interest rate.
- B. Tennis and Pickleball Committee- Mr. Gervais reported the committee met on June 3rd via Zoom. It was a 15 minute meeting and no actions were taken. An announcement was made that doubles pickleball is now allowed.
- C. Restaurant Committee- Ms. Mastrococco reported that there was a license inspection for the liquor license.
- D. E&R Committee- Ms. Goldsborough reported that they do not know how soon they will be reopening but when they do it will be a slow process.
11. Building Representatives – No reports were presented from the Building Representatives at the meeting.
12. Next Regular Board Meeting – Wednesday, July 29th, 2020 at 1:00 p.m.- via Zoom
13. Adjournment – The meeting adjourned at 2:24 p.m.

Rita Mastrococco, Secretary

Mutual 19B - July 29, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 6/1/20	\$ 112,149.12
Total Receipts - June	118,395.30
Total Disbursements - June	<u>(111,246.22)</u>
Balance - 6/30/20	\$ 119,298.20

Net Operating Expenses

Year To Date - 6/30/20	\$ 2,140	Under Budget
Month of June - 2020	\$ 6,137	Over Budget

Cash Investments

	<u>6/30/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,604,612.11	\$1,720,144
Maintenance Reserve	189,601.97	164,647
Insurance Deductible Reserve	29,790.90	33,337
Other	<u>171,889.08</u>	<u>164,623</u>
Total	\$1,995,894.06	\$2,082,751

Delinquent Report (as of July 20, 2020)

8 accounts have fee charges of \$3,740.00 less than 30 days old
 (\$54.00 of above amount are for charges over 30 days old)
 1 account has fee charges of \$6,894.00 - from 10/1/19
 1 account has insurance claim/fees due of \$829.00 from July 2, 2019
 (\$2,875.43 claim + \$829 fees.)
 1 account owes fees of \$10,045.00 starting from 12/1/18
 Total Delinquent = \$21,508.00 (Adjusted from \$22,508)

Reserve Expenditures - YTD 6/30/20

Replacement Reserve	\$ 226,049
Maintenance Reserve	10,441
Insurance/Legal	<u>1,294</u>
Total	\$ 237,784

To Reserves YTD 6/30/20

\$148,662

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
17,816	24,645	6,829	TOTAL UTILITY EXPENSES	153,585	163,149	9,564
0	167	167	OTHER EXPENSES	122	1,002	880
340	167	(173)	01 Activities	1,700	1,002	(698)
			Bad Debt			
340	334	(6)	TOTAL OTHER EXPENSES	1,822	2,004	182
31,318	38,115	6,797	TOTAL OPERATING EXPENSES	233,939	248,219	14,280
0	0	0	RESERVE EXPENSES	223,725	0	(223,725)
0	0	0	01 RR Concrete	2,324	0	(2,324)
720	0	(720)	06 RR Elevator	2,435	0	(2,435)
0	0	0	03 MR Electrical	614	0	(614)
0	0	0	05 MR Plumbing	432	0	(432)
458	0	(458)	08 MR HVAC	1,300	0	(1,300)
384	0	(384)	10 MR Other	4,892	0	(4,892)
0	0	0	12 MR Building Maint	769	0	(769)
(525)	0	525	21 MR Elevators	1,294	0	(1,294)
			01 ILR Insurance/Legal			
1,036	0	(1,036)	TOTAL RESERVE EXPENSES	237,784	0	(237,784)
7,225	7,094	(131)	COMMUNITY FACILITIES	44,227	42,560	(1,667)
2,412	2,715	303	10 Administration	15,957	16,294	337
1,855	2,226	371	20 Education & Recreation	13,137	13,356	219
186	(170)	(356)	21 Club House II	186	(1,207)	(1,207)
148	143	(5)	22 LW News	891	856	(35)
(148)	(158)	(10)	25 Food Service	(816)	(942)	(126)
1,039	300	(739)	30 Medical Center	5,789	1,804	(3,985)
1,552	1,552	0	40 PPD Management	9,311	9,311	0
1,781	1,745	(36)	41 Grounds	10,762	10,471	(291)
12,283	12,306	23	43 Trash	73,699	73,836	137
1,113	1,079	(34)	58 TV	6,568	6,479	(89)
5,010	5,300	290	60 Transportation	30,541	31,805	1,264
594	571	(23)	65 Security	3,562	3,428	(134)
705	951	246	70 Street Lights	6,346	5,710	(636)
111	151	40	80 Golf Course	1,893	908	(985)
26	27	1	81 Pro Shop	156	166	10
248	248	0	85 Comm Call System	1,486	1,486	0
4,683	4,683	0	90 Snow Reserve	28,098	28,098	0
130	130	0	92 Prop Maint Rsv	782	782	0
			93 Contg Rsv			

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
1,283	1,283	7,699	7,699	0	95 Repl Rsv	7,699	0
0	624	0	3,740	624	98 Salary Adjustment	3,740	3,740
38	38	226	226	0	99 Deficit	226	0
<u>42,275</u>	<u>42,838</u>	<u>260,496</u>	<u>257,052</u>	<u>563</u>	TOTAL COMMUNITY FACILITIES	<u>257,052</u>	<u>(3,444)</u>
					MUTUAL OPERATING		
5,168	4,884	31,635	29,301	(284)	10 Administration	29,301	(2,334)
4,806	4,806	28,831	28,831	0	41 Grounds	28,831	0
371	0	1,930	0	(371)	42 Special Projects	0	(1,930)
186	277	1,336	1,660	91	44 Community Services	1,660	324
3,817	3,817	22,907	22,907	0	50 Janitorial	22,907	0
148	63	1,410	375	(85)	52 After Hours	375	(1,035)
186	0	1,670	0	(186)	53 Electrical Maint	0	(1,670)
0	0	1,262	0	0	54 Plumbing Maint	0	(1,262)
186	0	742	0	(186)	55 Building Maint	0	(742)
223	0	965	0	(223)	56 HVAC	0	(965)
260	0	965	0	(260)	57 Appliance Maint	0	(965)
0	223	0	1,335	223	100 Salary Adjustment	1,335	1,335
<u>15,350</u>	<u>14,070</u>	<u>93,652</u>	<u>84,409</u>	<u>(1,280)</u>	TOTAL MUTUAL OPERATING	<u>84,409</u>	<u>(9,243)</u>
					TOTAL EXPENSES	<u>589,680</u>	<u>(236,191)</u>
<u>89,978</u>	<u>95,023</u>	<u>825,871</u>	<u>589,680</u>	<u>5,045</u>	INCOME/DEFICIT	<u>(7,368)</u>	<u>2,140</u>
<u>8,165</u>	<u>2,028</u>	<u>(5,228)</u>	<u>(7,368)</u>	<u>6,137</u>			

MUTUAL 19B
CASH INVESTMENTS
June 30, 2020

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
							119,298.20	119,298.20
MONEY MARKET								
ATLANTIC UNION BANK								
	0.26%						60,067.58	60,067.58
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK								
100003	0.26%			0.00	69,629.99	12,780.81		82,410.80
AXOS BANK								
	1.15%			60,255.23				60,255.23
PACIFIC NATIONAL BANK								
100028	1.50%			66,760.82	119,501.98	16,484.73		202,747.53
CERTIFICATES OF DEPOSIT								
EH NATIONAL BANK								
100030	2.85%	150,000.00	07/10/2020	150,000.00				150,000.00
TIAA BANK								
100022	1.98%	104,658.29	08/23/2020	110,750.32				110,750.32
STATE BANK OF TEXAS								
100026	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
FIRST INTERNET BANK								
100024	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
STATE BANK OF TEXAS								
100027	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
CONGRESSIONAL BANK								
100033	2.35%	105,668.10	10/18/2020	107,316.48				107,316.48
SYNCHRONY BANK								
100018	2.00%	153,278.59	12/22/2020	163,549.80				163,549.80
REVERE BANK								
100032	2.47%	150,000.00	03/13/2021	152,809.19				152,809.19
FIRST INTERNET BANK								
100014	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
GATEWAY FIRST BANK								
100036	1.54%	105,926.82	05/20/2022	106,065.36				106,065.36
REVERE BANK								
100034	2.13%	53,210.81	02/10/2023	53,586.96				53,586.96
CONGRESSIONAL BANK								
100035	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
DUE TO FROM:								
				6,481.34	470.00	525.36	(7,476.70)	
TOTAL				1,604,612.11	189,601.97	29,790.90	171,889.08	1,995,894.06