

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM - 1:00 P.M.
WEDNESDAY, AUGUST 28, 2019

AGENDA

	Page No.
1. Call to Order	
2. Approval of The Agenda	
3. Unit Owners Open Forum (30 Min.)	
4. Residents Open Forum (30 Min.)	
5. General Manager's Report	1-2
6. Approval of Minutes July 31, 2019 Meeting –	3-7
7. Treasurer's Report- (Attachment)	8
a. Approval of Invoices (Attachment)	9
b. 2020 Budget (Attachment)	10-13
8. Unfinished Business –	
a. Concerns- Dogs Walking on Grass	
b. Advantage Green- Revised Down Spout Proposal Buildings #89 & #92-Mr. Dunn	
c. Updates Ongoing Projects- Bylaws	
9. New Business/Action Items –	
a. Abandoned Truck	
b. Housing for Older Persons Act (HOPA)- Potential Buyers	
c. McFall & Berry- 2019 Fall Flower Proposal and Watering Request (Attachment)	14-15
d. LW PPD- Repair Drywall Nail Pops Proposal (Attachment)	16
e. Dynalectric- Fire Life Safety Proposal (Attachment)	17
f. Sure-Fit Security- Exterior Storage Room Door and Frame Proposal (Attachment)	18
g. 2020 Advisory Committee Application (Attachment)	19-22
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Next Regular Board Meeting – Wednesday, September 25, 2019 at 1:00 p.m. – Sullivan Room	
13. 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, JULY 31, 2019

Res. #28-#38

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, July 31, 2019 at 1:00 p.m.

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

Management: Melissa Pelaez; Asst. General Manager of Support Services; Alexa Cuque, Mutual Assistant.

Visitors: Larry Damsky, Jane Gervais, Charles Middleton, James and Meriel Brewer, Mary Dugan, Dennis Hawkins, Barbara Long, Judith Robinson, Susan Evanosky, Jude Howard, Elizabeth Zawislanski, Ann Kyber.

1. Call to Order – Mr. Benefiel called the meeting to order at 1:05 p.m.
2. Approval of the Agenda – The agenda was approved as amended. Move #7-Approval of Minutes June 26,2019 to #3 followed by the General Manager’s Report.
3. Approval of Minutes and Closed Session of June 26, 2019 – The June 26, 2019 Regular Board meeting minutes were approved as presented.
4. General Manager’s Report – The July 2019 General Manager’s Report was presented by Mrs. Pelaez. All questions and comments were responded to by Mrs. Pelaez.
5. Unit Owners Open Forum- Reports were presented from the unit owners present at the meeting. Meriel Brewer, from unit 88-1A, emphasized and described her issue with people walking their dogs on the grass by her unit window, suggested “No dogs in lawn” signs. No decision was made. Deferred until the next Board meeting.
6. Residents Open Forum- Reports were presented from the residents present at the meeting.

7. Treasurer's Report- Upon motion duly made and seconded, the Board agreed,

To authorize Mutual attorney to pursue legal action against Patricia Kaenel and Mary Harrop, 15310 Beaverbrook Ct. unit 89-2H, Silver Spring, MD, 20906 for failure to pay monthly condo fee since May 1st, 2019.

Resolution #29, 07/31/19

Upon motion duly made and seconded, the Board agreed to approve payment of the following invoice(s):

\$1,067.00 **Dynalectric. Invoice #29372** – Third quarterly test for all seven building elevators in Mutual 19B. (07/16/19)

\$1,830.74 **LWMC Physical Properties Invoice #157033** – Work performed: per Ms. Kellog: First floor hallway of 15211 Elkridge Way #94, has no A/C; Found leak at accumulator; Replace accumulator and 19lbs of R-22 (which is a refrigerant) was tested. Freon R-22 of 30lbs was used instead. (06/18/19)

\$2,225.00 **O'Connell & Lawrence, Inc. #31766** – On- call engineering and survey services.

\$2,275.00 **Dormakaba USA Inc. Invoice #518057** – Annual maintenance billing for seven Horton 7000 swing doors with push plates in all seven buildings in Mutual 19B. 07/01/19-06/30/20.

Resolution #30, 07/31/19

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

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

\$734.61 Main condensate drain for A/C back up. A&A Restoration completed service of water damage clean-up at 15310 Beaverbrook Ct. #89-1H (Cawley); Date of Occurrence: 05/28/19.

Resolution #31, 07/31/19

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

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

\$2,875.43 Hot water heater in 15301 Beaverbrook Ct #92-2K (Adler) started to leak water in 15301 Beaverbrook Ct #92-1K (Miller) floors damaged. A&A Restoration completed service of water damage clean-up in both units listed above; Date of Occurrence: 05/11/19.

Resolution #32, 07/31/19

Upon motion duly made and seconded, the board agreed,

To request reimbursement in the amount of \$2,875.43 from unit owner at 15301 Beaverbrook Ct. #92-2K (Adler) for the service of water clean-up completed by A&A Restoration; Date of Occurrence: 05/11/19.

Resolution #33, 07/31/19

8. Presentation by Montgomery County Rainworks Program, re: Our Parking Lots- Guest Speakers Dan Somers, Ann English, and Darlene Robbins reported different types of programs that can benefit Mutual 19B's parking lots. Mr. Somers explained the Rebate Program; eligibility to receive a total of \$20,000.00 depending on the watershed programs. Mrs. English explained the Watershed Assistance Grant Program; which the main goal is to accelerate strategic protection of healthy freshwater ecosystems with primary focus to welcome requests from local governments and non-profit organizations for assistance with the earliest phases of watershed restoration projects.

9. New Business/Action Items-

- A. Appointment of Co-Building Representatives for Building #90- Maureen McCleary and Bernice Abner- Upon motion duly made and seconded, the Board agreed,

To approve appointment for Maureen McCleary and Bernice Abner as Co-Building Representatives for Building #90.

Resolution #34, 07/31/19

- B. Confirmation of Action without a Meeting- Upon motion duly made and seconded, the Board agreed,

To reaffirm the Action without a Meeting to approve payment of \$5,000.00 to PPD to immediately reimburse Enhancements, Inc. to the extent of the Mutual's responsibility.

Resolution #28, 07/11/19

- C. Acknowledgement of Emergency Action (Unit 3-C, B90) – Mr. Dunn informed the Board about a roof problem; the roof had a leak and S&K repaired the hole and replaced a couple shingles.
- D. JustDoors & Hardware LLC. Proposals- Trash rooms & stairwell doors- Upon motion duly made and seconded, the Board agreed,

To have the Mutual assistant, Alexa Cuque, to request a quote from JustDoors for examination of two trash door from Buildings 89 & 93; (15310 Beaverbrook Ct & 15201 Elkridge Way) and both external and internal stairwell doors for all seven

buildings of Mutual 19B and receive recommendations as to replacement or repairment of doors.

Resolution #35, 07/31/19

- E. New Drainage Proposal- Proposal Deferred until next Board meeting unless an Action without a meeting is necessary.
- F. Final Roofing Repairs- Proposal Deferred until next Board meeting unless an Action without a meeting is necessary.
- G. McFall & Berry- Upon motion duly made and seconded, the Board agreed,

To accept the McFall & Berry revised proposal #L19313ME and to approve payment in the amount of \$1,390.00, to supply and install three Forest Pansies (7"-8"), four Korean Spice (18"-24"), and to take down and remove two small Ash trees, all at the wooded area between Mutual 19B and Mutual 22.

Resolution #36, 07/31/19

10. Unfinished Business –

- A. Mold – (Building #94- 1H - 15211 Elkridge Way) FINAL REPORT– Upon motion duly made and seconded, the Board agreed,

To approve Stage 1 in mold testing for unit 1H in building 94 (15211 Elkridge Way).

Resolution #37, 07/31/19

B. PPD Updates–

- i. Chipped Paint on Side Doors- Paint is chipped from the external stairwell doors of building 94 (15211 Elkridge way). Deferred until Mr. Benefiel confirms a work order in place from a previous request.
- ii. Storage Door on Building 88- Mutual Assistant will follow up with PPD regarding the work order to replace the storage room door and a lock that can be used with current key.
- iii. Exposed condensate Line behind Building 93- Standing water- Ms. Dugan and Ms. Nadeau explained the problem with the condensate line that builds up behind their building. Request to be made to PPD to extend the line by sidewalk and cover it with gravel to prevent standing water behind the building.

- C. Updates Ongoing Projects- Bylaws- Mr. Gervais reported corrections were made to Bylaws and sent to the lawyer. The lawyer returned the Bylaws to Mr. Gervais for final review and he will be reviewing the Bylaws soon.

- D. Mutual Messenger Bee- Upon motion duly made and seconded, the Board agreed, To spend up to \$450.00 for six issues in the next 12 months of the Mutual 19B's newsletter. Mr. Benefiel will exercise editorial control. .

Resolution #38, 07/31/19

11. Leisure World Board of Directors and Advisory Committee Reports –
- A. LWCC Board – Mr. Dunn explained the 2% resale fee that will be used towards to enhancements of Leisure world and the updated dates for when the Comcast contract will be finalized.
 - B. Landscape- None at this time.
 - C. Restaurant – Ms. Mastrococco reported: The restaurant committee approved the proposed budget for 2020. A few tickets left for August Crab Feast and available seats for September and October Feast; Lunch time delivery service going well; Reminder that there is live music every Wednesday; No health inspections since last meeting; There will be no meeting in August.
 - D. E&R- Ms. Goldsborough reported the Annapolis room has an increased rental price from \$40.00 to \$50.00; Wood working on Rotary kit lath, laser engraving, and auto-vac (capital fund); Fitness center has a new recumbent bike; Outdoor dining was discussed again but not supported; Fourth of July was a huge success; Community fair is scheduled for October 23rd, 2019; No smoking in the Lanai/atrium near the pool; Invitation to visit wood-working facility to see improvements (vinyl floors); Lastly, No meeting in August.
 - E. S&T- Mr. Damsky reported the discussions about the budget; Bus cost increased; Proposal to cut back, remove or to charge for bus transportation; A proposal was discussed to increase shuttle bus services to both the Interfaith Chapel and Our Lady of Grace Church; No update on lane structure at the Georgia Avenue entrance; Lastly, traffic calming devices were discussed.
 - F. Tennis and Pickleball- Mr. Gervais reported the meeting took place on July 10th, 2019; There was a discussion about getting awnings for the benches; Lining Courts 3 and 4 with pickleball court lines was discussed but motion did not pass.
12. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
13. Next Regular Board Meeting – Wednesday, August 28, 2019, Sullivan Room at 1:00 p.m.
14. Adjournment – The meeting adjourned at 4:30 p.m.

Rita Mastrococco, Secretary

Mutual 19B - August 28, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 7/1/19	\$159,649.54
Total Receipts - July	114,545.06
Total Disbursements - July	<u>(109,038.09)</u>
Balance - 7/31/19	\$165,156.51

Net Operating Expenses

Year To Date - 7/31/19	\$19,425	Under Budget
Month of July 2019	\$ 3,523	Under Budget

Cash Investments 7/31/19

Replacement Reserve	\$1,695,609.16
Maintenance Reserve	161,116.32
Insurance Deductible Reserve	29,954.72
Other	<u>169,232.31</u>
Total	\$2,055,912.51

Delinquent Report (as of August 19, 2019)

5 accounts have fee charges of \$2,171.00 less than 30 days old
 (\$30 of above amount are for 2 late charges - 30 to 90 days old)
 1 account has fee charges of \$2,340.00, from May 1, 2019
 (Board approved filing a lien on July 31, 2019)
 1 account has an insurance claim of \$2,875.43 from July 2, 2019
 1 account owes fees of \$4,640.00 starting from 12/1/18
 Total Delinquent = \$12,026.43

<u>Reserve Expenditures -</u>	<u>YTD 7/31/19</u>	<u>To Reserves YTD 7/31/19</u>
Replacement Reserve	\$92,846	
Maintenance Reserve	32,029	
Insurance/Legal	<u>1,765</u>	
Total	\$126,640	\$184,817

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
112,342	112,342	0	786,394	786,394	0
3,992	1,981	2,011	24,222	13,867	10,355
75	0	75	510	0	510
0	0	0	613	0	613
0	0	0	25	0	25
7,491	0	7,491	126,639	0	126,639
<u>(26,933)</u>	<u>(24,923)</u>	<u>(2,010)</u>	<u>(184,817)</u>	<u>(174,461)</u>	<u>(10,356)</u>
96,967	89,400	7,567	753,586	625,800	127,786
88	88	1	613	610	(3)
0	0	0	4,250	4,600	350
0	0	0	700	0	(700)
4,384	4,384	0	30,688	30,688	0
275	285	11	1,922	1,995	74
906	927	21	6,642	6,489	(153)
0	0	0	25	0	(25)
5,652	5,684	32	44,839	44,382	(457)
2,800	3,500	700	14,000	24,500	10,500
1,591	1,591	0	11,135	11,137	2
0	333	333	47	2,331	2,284
0	111	111	0	775	775
0	292	292	2,965	2,040	(925)
1,067	333	(734)	2,970	2,331	(639)
0	150	150	3,255	1,050	(2,205)
0	33	33	0	231	231
0	417	417	0	2,915	2,915
378	1,250	873	7,726	8,750	1,024
176	182	6	1,232	1,274	42
6,011	8,192	2,181	43,330	57,334	14,004
2,219	2,450	231	22,669	21,700	(969)
0	(467)	(467)	0	(4,141)	(4,141)
10,504	12,250	1,746	95,956	108,500	12,544
0	(1,398)	(1,398)	0	(12,382)	(12,382)
12,007	12,500	493	49,501	57,954	8,453

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 07/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	VARIANCE
24,729	25,335	168,127	171,631	171,631	3,504
0	167	0	1,165	1,165	1,165
0	167	0	1,169	1,169	1,169
0	334	0	2,334	2,334	2,334
36,393	39,545	256,295	275,681	275,681	19,386
10,000	0	23,938	0	0	(23,938)
(6,175)	0	0	0	0	0
(1,600)	0	35,274	0	0	(35,274)
0	0	33,634	0	0	(33,634)
153	0	2,553	0	0	(2,553)
521	0	15,356	0	0	(15,356)
2,706	0	5,164	0	0	(5,164)
0	0	674	0	0	(674)
1,152	0	6,034	0	0	(6,034)
0	0	2,196	0	0	(2,196)
0	0	52	0	0	(52)
735	0	1,765	0	0	(1,765)
7,491	0	126,639	0	0	(126,639)
7,006	6,781	50,357	47,464	47,464	(2,893)
2,857	2,642	18,517	18,492	18,492	(25)
1,855	2,167	15,103	15,171	15,171	68
(93)	(136)	(649)	(956)	(956)	(307)
148	147	1,188	1,029	1,029	(159)
(334)	(311)	(1,818)	(2,175)	(2,175)	(357)
371	158	1,967	1,100	1,100	(867)
1,506	1,506	10,538	10,538	10,538	0
1,596	1,728	11,764	12,100	12,100	336
7,051	7,050	49,355	49,346	49,346	(9)
1,076	1,073	7,533	7,512	7,512	(21)
4,824	5,082	35,068	35,574	35,574	506
594	599	4,156	4,187	4,187	31
1,187	922	6,383	6,453	6,453	70
148	130	1,262	912	912	(350)
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					
01 Activities					
Bad Debt					
TOTAL OTHER EXPENSES					
TOTAL OPERATING EXPENSES					
RESERVE EXPENSES					
01 RR Concrete					
04 RR Patio Doors					
11 RR Drainage					
20 RR Other					
03 MR Electrical					
05 MR Plumbing					
08 MR HVAC					
10 MR Other					
12 MR Building Maint					
14 MR Painting					
20 MR Dryer Vents					
01 ILR Insurance/Legal					
TOTAL RESERVE EXPENSES					
COMMUNITY FACILITIES					
10 Administration					
20 Education & Recreation					
21 Club House II					
22 LW News					
25 Food Service					
30 Medical Center					
40 PPD Management					
41 Grounds					
43 Trash					
58 TV					
60 Transportation					
65 Security					
70 Street Lights					
80 Golf Course					
81 Pro Shop					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
 07/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
26	27	1	85 Comm Call System	182	193	11
248	248	0	90 Snow Reserve	1,734	1,734	0
4,683	4,683	0	92 Prop Maint Rsv	32,781	32,781	0
374	374	0	93 Contg Rsv	2,618	2,618	0
1,283	1,283	0	95 Repl Rsv	8,981	8,981	0
0	546	546	98 Salary Adjustment	0	3,822	3,822
36,408	36,699	291	TOTAL COMMUNITY FACILITIES	257,019	256,876	(143)
			MUTUAL OPERATING			
5,008	4,810	(198)	10 Administration	35,997	33,667	(2,330)
4,666	4,666	0	41 Grounds	32,658	32,658	0
0	0	0	42 Special Projects	223	0	(223)
260	332	72	44 Community Services	1,930	2,322	392
3,670	3,670	0	50 Janitorial	25,690	25,690	0
148	61	(87)	52 After Hours	742	426	(316)
0	217	217	100 Salary Adjustment	0	1,511	1,511
13,753	13,756	4	TOTAL MUTUAL OPERATING	97,240	96,274	(966)
94,045	90,000	(4,045)	TOTAL EXPENSES	737,193	628,831	(108,362)
2,923	(600)	3,523	INCOME/DEFICIT	16,394	(3,031)	19,425



General Manager's Report

August 2019
August 6, 2019

Community Financials

Financial statements for the period ending July 31, 2019 will be published the week of 8/12/19.

As of June 30, 2019, year-to-date, net operating expenses were \$28,300 over budget.

In the month of July, there were 36 property transfers which totaled \$174,100 in transfer fees.

Class-Action Lawsuit Status

The judge ruled in favor of the Community regarding Count I - the Board of Directors selection process. There are 5 remaining counts under consideration by the court; as detailed below:

- 2% Resale Fee
- Resale Administration Fee
- Monthly Assessment to the Mutuals
- Violation of the Consumer Protection Act
- Violation of Fiduciary Duty

The plaintiffs filed a 3rd Amended Complaint on June 20th. LW Legal Counsel is preparing to file Motion to Dismiss on behalf of the defendants.

Clubhouse I/ Admin Bldg Site Plan Amendment Update

A Request for Proposal went out on July 3rd to solicit proposals from architectural firms to complete the drawings for the permitting phase of the project. The bids were due on July 26th.

Next step in the process: Stantek Civil Engineers are working on the Certification Plans as we move forward and Mr. Snyder has set up on-site interviews with the Architectural firms who bid on the project.

Upcoming Office Closures:

- Sept 2—
Labor Day

2020 Advisory Committee Application

The 2020 Advisory Committee Application has been distributed to all Mutual Presidents and Advisory Committee Chairs. Application deadline is Thursday, October 31st. The Board of Directors will review and approve the members at the regularly scheduled meeting in November.

LW Strategic Planning

Surveys were mailed to all residents and off-site owners on June 18th. Residents requesting a replacement copy of the survey, may obtain one by visiting the Administration Building receptionist or the E&R Office in Clubhouse I or Clubhouse II. To complete the survey online, please visit the "Your Community" tab on the resident website (Residents.lwmc.com).

Response deadline has been extended to August 21, 2019.

Bulk Internet/Broadband Update

The LWCC Board of Directors approved the final agreement with Comcast during the Special Meeting held on July 16th.

A Planning Meeting has been tentatively scheduled for Monday, August 19, 2019.

Topics include:

- System enhancement plan-timeline
- Customer Service plan and schedule
- LW Communication Plan to residents

2020 Budget Planning

The GM provided draft budget assumptions to the Budget & Finance Committee and LWCC Board in July.

The LWCC Board will review the budget for approval at the regularly scheduled meeting on September 24th.

The Budget Forum is scheduled for September 18th at 3:30pm in Clubhouse I.

HR Corner

In the month of July, there were 3 new hires and 2 departures.

We have the following open positions:

- Assistant Property Manager, Greens I
- Maintenance Assistant, Greens I
- Sanitation Driver
- Security Guard
- Service Plumber
- Special Police Officer