COUNCIL OF UNIT OWNERS OF MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC. ZOOM CONFERENCE - 1:00 P.M. WEDNESDAY, August 26, 2020

AGENDA

- 1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)
- 2. Approval of The Agenda
- 3. Approval of Minutes July 29, 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 Approvals (Attachment)
- 7. Unfinished Business
 - a. Updates Ongoing Projects- Bylaws
 - b. Bicycle Racks in Mutual Update
 - c. Main Water Valves Update
 - d. Elkridge Way to Beaverbrook Court Side Walk Progress
 - e. Annual Meeting Discussion- Notice Draft (Attachment)
- 8. New Business/Action Items
 - a. 2021 Budget Planning
- 9. Leisure World Board of Directors and Advisory Committee Reports
- 10. Building Representatives
- 11. Next Regular Board Meeting Wednesday- September 30th, 2020 Zoom
- 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, July 29, 2020

Res. #144-#158

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, July 29, 2020 at 1:00 p.m.

Directors Present:

Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; 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, Teresa Mongelli, Manny Leiva, Kenneth Sorkin, Joann Fredenburg-Grant, Zuli Russi, Janet Lazar, ASL- Interpreters: Mary Anderson and Bruce.

- 1. Call to Order Mr. Dunn called the meeting to order at 1:03 p.m.
- 2. <u>Approval of the Agenda</u> The agenda was approved as amended with addition to 7. B) Building 90 and C) Annual Meeting Discussion. Adding 8. E) PPD Water Valve Proposal.
- 3. <u>Approval of Minutes of Júne 24, 2020</u> The June 24, 2020 Regular Board meeting minutes were approved as presented.
- 4. <u>Unit Owners and Residents Open Forum</u>- Reports were presented from the unit owners at the meeting:
 - Manny Leiva, from 90-2D, expressed his concerns for the well-being of another resident.
 - Kenneth Sorkin, from 89-2F, informed the Board how he would like to remove the doorbell for the unit and only keep the flashing doorbell.
 - Teresa Mongelli, from 93-1E, reported an issue with visitor spaces and with residents receiving a second parking space for their second vehicle.
- 5. <u>General Manager's Report</u> The July 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. Upon motion duly made and seconded, the Board agreed,

To approve waiving the late fee for account #91216 for both units #89-1F and #91-1G, once both checks have been received.

Resolution #144, 07/29/2020

Upon motion duly made and seconded, the Board agreed,

To approve the Treasurer's report as presented.

Resolution #145, 07/29/2020

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

To approve payment of \$567.69 to A&A Restoration (Invoice #5593) for the cleaning up of the condensation drain backing up at 15310 Beaverbrook Court #1F on 07/15/2020.

Resolution #146, 07/29/2020

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$873.64 to Schindler (Invoice #7153163546) for elevator service and cab phone beeping at 15311 Beaverbrook Court on 07/03/2020. (Holiday charges applied).

Resolution #147, 07/29/2020

Upon motion duly made and seconded, the Board agreed,

To approve payment of \$1,180.00 to Dynalectric (Invoice #34052) for the state annual elevator testing throughout the Mutual on 07/06/2020.

Resolution #148, 07/29/2020

To approve payment of \$1,329.32 to LWMC (Invoice #178520) for the painting of the fire door at building 94.

Resolution #149, 07/29/2020

To approve payment of \$5,760.00 to Dynalectric (Invoice #34009) for the annual testing throughout the Mutual on 06/30/2020.

Resolution #150, 07/29/2020

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

To approve payment of the following insurance claim:

For the cleanup of the dishwasher leaking water into 1H's kitchen ceiling at 15301 Beaverbrook Court from 2H on 04/03/2020.

Resolution #151, 07/29/2020

Upon motion duly made and seconded, the Board agreed,

To request reimbursement in the amount of \$274.65 from unit owner at 15301 Beaverbrook Court 92-2H (Fitzhugh/Mathis) for the service of water clean-up completed by A&A Restoration on 04/03/2020.

Resolution #152, 07/29/2020

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

To approve payment of the following insurance claim:

\$2,706.31 For the water cleanup at 15301 Beaverbrook Court 1G for the leak in the wall from the hot water heater in 2G on 04/22/2020.

Resolution #153, 07/29/2020

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 TIAA Bank CD that matures on August 23, 2020 plus any interest earned at the best available rate for 36 months.

Resolution #154, 07/29/2020

7. Unfinished Business-

- A. <u>Updates Ongoing Projects- Bylaws-</u> Mr. Gervais reported the proposed Bylaw amendments are ready to be included for the Annual Meeting.
- B. Building 90- Upon motion duly made and seconded, the Board agreed,

To authorize Mr. Dunn to supply a letter of concern to a Leisure World Social Worker on behalf of the Mutual for the concern of a resident.

Resolution #155, 07/29/2020

C. <u>Annual Meeting Discussion-</u> The Board discussed to have the Annual meeting on September 30th, 2020. Further discussion was held whether the meeting should be held in person or via zoom. Details will be sent with Annual meeting notice.

8. New Business/Action Items

A. <u>Chute Master Proposal-</u>Upon motion duly made and seconded, the Board agreed,

To approve Chute Master's proposal of \$2,205.00 to clean and deodorize the trash chutes and all the dumpsters for all seven buildings.

Resolution #156, 07/29/2020

B. <u>Advantage Green- Gutter, Roofing & Underground Drain Proposal-</u> The Board discussed the proposal presented by Advantage Green. Upon motion duly made and seconded, the Board agreed,

To approve Advantage Green's proposal for \$10.220.00 with the outlined statement of work.

Resolution #157, 07/29/2020

- C. New Sidewalk- Elkridge Way to Beaverbrook Court- The Board discussed engineering work will have to be drawn to proceed. Proposals have been requested to and hope to review next Board meeting.
- D. <u>Discussion of Bicycle Racks in Mutual</u> Mr. Gervais proposed a bike locker throughout the Mutual. There is enough Mutual interest to pursue moving onto the second phase.
- E. <u>PPD Proposal- Water Valve Replacement-</u> Mr. Dunn informed the Board that PPD is proposing to replace the water valves in all seven buildings. Upon motion duly made and seconded, the Board agreed,

To authorize permission for Mr. Dunn to acquire three proposals for the statement of work outlined by PPD from other companies.

Resolution #158, 07/29/2020

- 9. Leisure World Board of Directors and Advisory Committee Reports-
 - A. <u>LWCC Board-</u> Mr. Dunn informed the Board and visitors that the liquor license held by CH Services & Corporation, have 500 shares of stock available. Three had been given to deceased and 496 to the foundation of LW. They are now in the process of transferring stocks from that corporation to Leisure World of Maryland.
 - B. Restaurant Committee- Ms. Mastrorocco reported that the committee approved the proposed budget for the next year. Leisure World has waived the rental fee for the restaurant. Next meeting date is to be determined.
 - C. <u>Budget & Finance Committee-</u> The committee proposed three amendments and a budget analyst has been hired.
- 10. <u>Building Representatives</u> Reports were presented from the Building Representatives at the meeting.
- 11. Next Regular Board Meeting Wednesday, August 26th, 2020 at 1:00 p.m.- via Zoom
- 12. Adjournment The meeting adjourned at 3:07 p.m.

Rita Mastrorocco, Secretary	-

Mutual 19B - August 26, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 7/1/20 Total Receipts - July Total Disbursements - July Balance - 7/31/20	\$ 119,298. 275,140 (272,050 \$ 122,388.	.99 <u>.24)</u>
Net Operating Expenses Year To Date - 7/31/20 Month of July - 2020	\$ 7,178 \$ 5,037	Under Budget Under Budget
Cash Investments Replacement Reserve Maintenance Reserve Insurance Deductible Reserve Other Total	7 <u>/31/20</u> \$1,622,622.00 194,761.58 30,228.26 <u>180,793.23</u> \$2,028,405.07	1 <u>/1/20</u> \$1,720,144 164,647 33,337 <u>164,623</u> \$2,082,751

Delinquent Report (as of August 16, 2020)

5 accounts have fee or claim charges of \$2,309.89 less than 30 days old (\$270.00 of above amount are for charges over 30 days old)
1 account has fee charges of \$7,508.00 - from 10/1/19
1 account has lien filing and lawyer fees due of \$829.00 from 3/31/20
1 account owes fees of \$10,548.00 starting from 12/1/18
Total Delinquent = \$21,194.89

Reserve Expenditures -	YTD 7/31/20	To Reserves YTD 7/31/20
Replacement Reserve	\$ 226,049	
Maintenance Reserve	11,094	
Insurance/Legal	1,294	
Total	\$ 238,437	\$172 921

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2020

> 3701 Rossmoor Blvd. Silver Spring MD 20906

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3701 Rossmoor Blvd. Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2020

VARIANCE	17,523	1,047 (871)	176	21,046	(223,725)	(2,324)	(740)	(1,300)	(5,314)	(1,294)	(238,437)	(980 0)	454	516	(1,673)	(40)	(4 650)	(000,1)	(216)	160	(198)	1,332	(157)	(501)	11)	0	00
	38	1,169	38	78	0	00	00	00	00	00	0	24	60	82	91)	200	00)	23	16	42	58	05	66	61	193	34	81 12
YTD BUDGET	191,738	1,169	2,338	290,278								49.654	19,009	15,582	(1,191)	2	2 104	10,863	12,216	86,142	7,558	37,1	3,999	6,661	- 5 —	1,734	32,781 912
YTD ACTUAL	174,215	122 2,040	2,162	269,232	223,725	2,324	740	1,300	5,314	1,294	238,437	41 800	18,555	15,066	482	950,1	6 754	10,863	12,432	85,982	7,756	35,773	4,156	7,162	182	1,734	32,781 912
	TOTAL UTILITY EXPENSES	OTHER EXPENSES 01 Activities Bad Debt	TOTAL OTHER EXPENSES	TOTAL OPERATING EXPENSES		06 RR Elevator 03 MR Flectrical		10 MR Other	12 MR Building Maint	21 MR EleVators 01 ILR Insurance/Legal	TOTAL RESERVE EXPENSES	COMMUNITY FACILITIES	20 Education & Recreation	21 Club House II	22 LW News	25 Food Service	30 Medical Center	40 Crounds	43 Trash	58 TV	60 Transportation	65 Security	70 Street Lights	80 Golf Course	85 Comm Call System	90 Snow Reserve	92 Prop Maint Rsv 93 Contg Rsv
		6401 6403			0069	0069	0069	0069	0069	0069		7100	7100	7100	7100	7100	100	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100
VARIANCE	7,959	167 (173)	(9)	6,766	0	(104)	(126)	00	(422)		(653)	(660)	117	296	(467)	(5)	(306)	(000)	75	23	(108)	68	(23)	135	(10)	0	00
MONTHLY BUDGET	28,589	167	334	42,059	0	00	000	00	00	00	0	7007	2.715	2,226	(170)	143	(158)	1 552	1,745	12,306	1,079	5,300	571	951	27	248	4,683
CURRENT PERIOD ACTUAL	20,630	340	340	35,293	0	104	126	00	422	00	653	7 665	2,598	1,930	297	148	148	200	1.670	12,283	1,187	5,232	594	816	26	248	4,683 130

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3701 Rossmoor Blvd. Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2020

VARIANCE	0 4,364 0	(4,265)	(2,931)	(2,004)	416	(1,065)	(1,967)	(707)	(1 262)	(1,039)	1,558	(10,298)	(231,953)	7,178
YTD BUDGET	8,982 4,364 264	299,890	34,185	33,637	1,937	438	0 0	> C		00	1,558	98,479	688,647	(9,284)
YTD ACTUAL	8,982 0 264	304,155	37,116	33,637	1,521	1,503	1,967	1,262	747	1,282	0	108,777	920,600	(2,106)
	95 Repl Rsv 98 Salary Adjustment 99 Deficit	TOTAL COMMUNITY FACILITIES	MUTUAL OPERATING 10 Administration	41 Grounds	42 Special Flojects 44 Community Services	50 Janiforial	52 After Hours 53 Electrical Maint	54 Plumbing Maint	55 Building Maint	56 HVAC	100 Salary Adjustment	TOTAL MUTUAL OPERATING	TOTAL EXPENSES	INCOME/DEFICIT
	7100 7100 7100		7600	7600	2009/	7600	7600	2009	2600	7600	7600			
VARIANCE	0 62 4 0	(821)	(282)	0	91	0	(30)	0	0	(297)	(74)	(1,055)	4,238	5,037
MONTHLY BUDGET	1,283 624 38	42,838	4 884	4,806	277	3,817	63	0	0	0	223	14,070	796,867	(1,916)
CURRENT PERIOD ACTUAL	1,283 0 38	43,659	5 481	4,806	74 186	3,817	93	0	0	297	74	15,125	94,729	3,121

MUTUAL 19B CASH INVESTMENTS July 31, 2020

INSTITUTION	YIELD RATE	PAR	MATURITY	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	ОТНЕК	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							122,388.95	122,388.95
MONEY MARKET ATLANTIC UNION BANK	0.26%						60,080.30	60,080.30
ALLOCATED FUNDS:		1						
MONEY MARKETS ATLANTIC UNION BANK 100003 AXOS BANK	0.26% 0.99% 1.24%			0.00 60,309.09 83,312.03	69,644.73	12,783.52		82,428.25 60,309.09 225,531.06
	1.98% 2.50% 1.92% 2.35% 2.00% 2.15% 1.54% 0.99% 1.29%	104,658.29 150,000.00 95,000.00 100,000.00 105,668.10 153,278.59 150,000.00 150,000.00 155,357.73 155,357.73	08/23/2020 09/11/2020 09/18/2020 10/15/2020 10/18/2020 12/22/2020 03/13/2021 11/12/2021 05/20/2022 02/10/2023	110,936.72 150,000.00 95,000.00 100,000.00 107,520.74 163,815,44 154,728,44 106,199.61 155,357.73 53,680.63	182 80)	525.36	(1.676.02)	110,936.72 150,000.00 95,000.00 100,000.00 107,520.74 163,815.44 154,728.44 106,199.61 155,357.73 53,680.63
TOTAL TOTAL				1,622,622.00	194,761.58	30'	180,793.23	2,028,405.07



General Manager's Report

August 2020 August 10, 2020

Community Financials

Financial statements for the period ending July 31, 2020 will be published the week of 8/10.

As of June 30, 2020, year-to-date net operating expenses were \$419,600 over budget.

Property Transfers

In the month of July, there were 24 property transfers which totaled \$87,100 in transfer fees.

• Sept 7— Labor Day

Upcoming Office

Closures:

COVID-19 Testing Opportunity

Management is awaiting response from Montgomery County officials regarding an opportunity for LW residents to obtain a COVID-19 test onsite. Information will be made available once details are confirmed.

Indoor Pool Repairs

The indoor pool repairs are nearing completion and the indoor pool is expected to re-open the first week of September.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The construction bid package was released on 8/7 to contractors bidding on the new Administration Building and Clubhouse I Renovation project. A pre-bid meeting has been scheduled that will be attended by representatives from each construction firm. Bids are due in mid-August and contract award in early September.

Civil Engineering design documents have been submitted to Montgomery County for permits and fee payment. Permits are anticipated for WSSC at the end of August.

2021 Budget Planning

The LWCC Board is expected to review the draft 2021 budget in August for action in September.

Richard Jones Retirement

Grounds Supervisor, Richard Jones has retired after 12 years of service. We thank him for his contributions to the community over the years.

HR Corner

In the month of July, there was 4 new hires and 1 termination.

We have the following open positions:

- Appliance Mechanic PPD
- Community Patrol Officer Security
- Security Guard Security
- Service Plumber PPD