

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 30<sup>th</sup>, 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. Approval of the Agenda – 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. Approval of Minutes of June 24, 2020 – The June 24, 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 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. General Manager's Report – The July 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. 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:**

**\$274.65**

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. Updates Ongoing Projects- Bylaws- 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. Annual Meeting Discussion- The Board discussed to have the Annual meeting on September 30<sup>th</sup>, 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. Chute Master Proposal- 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. Advantage Green- Gutter, Roofing & Underground Drain Proposal- 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. Discussion of Bicycle Racks in Mutual- Mr. Gervais proposed a bike locker throughout the Mutual. There is enough Mutual interest to pursue moving onto the second phase.
- E. PPD Proposal- Water Valve Replacement- 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. LWCC Board- 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. Mastrococco 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. Budget & Finance Committee- The committee proposed three amendments and a budget analyst has been hired.

10. Building Representatives – Reports were presented from the Building Representatives at the meeting.

11. Next Regular Board Meeting – Wednesday, August 26<sup>th</sup>, 2020 at 1:00 p.m.- via Zoom

12. Adjournment – The meeting adjourned at 3:07 p.m.

---

Rita Mastrococco, Secretary

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

Treasurer's Report

Balance Forward - 7/1/20	\$ 119,298.20
Total Receipts - July	275,140.99
Total Disbursements - July	<u>(272,050.24)</u>
Balance - 7/31/20	\$ 122,388.95

Net Operating Expenses

Year To Date - 7/31/20	\$ 7,178	Under Budget
Month of July - 2020	\$ 5,037	Under Budget

<u>Cash Investments</u>	<u>7/31/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,622,622.00	\$1,720,144
Maintenance Reserve	194,761.58	164,647
Insurance Deductible Reserve	30,228.26	33,337
Other	<u>180,793.23</u>	<u>164,623</u>
Total	\$2,028,405.07	\$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

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

08/14/2020  
9:40 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

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

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
118,551	118,551	0	5110	829,857	829,857	0
2,771	2,814	(43)	5111	22,506	19,698	2,808
135	0	135	5114	615	0	615
653	0	653	5200	238,437	0	238,437
(24,260)	(24,314)	54	5800	(172,921)	(170,192)	(2,729)
97,851	97,051	800		918,494	679,363	239,131
88	88	1	6112	613	616	4
0	0	0	6115	4,250	4,250	0
3,460	175	(3,285)	6117	3,460	1,225	(2,235)
4,559	4,559	0	6118	31,913	31,913	0
260	275	15	6118	1,836	1,925	89
520	933	413	6120	3,640	6,531	2,891
0	0	0	6125	270	0	(270)
0	0	0	6138	1,043	0	(1,043)
8,887	6,030	(2,857)		47,025	46,460	(565)
3,116	2,500	(616)	6202	18,695	17,500	(1,195)
1,591	1,591	0	6204	11,135	11,137	2
0	167	167	6204	2,414	1,169	(1,245)
0	111	111	6204	0	777	777
103	292	189	6209	668	2,044	1,376
0	333	333	6211	1,817	2,331	514
0	250	250	6211	3,199	1,750	(1,449)
0	33	33	6211	0	231	231
446	480	480	6211	6,635	3,360	3,360
181	1,167	721	6214	1,267	8,169	1,534
	182	1	6224		1,274	7
5,436	7,106	1,670		45,830	49,742	3,913
1,622	2,520	898	6301	19,733	22,320	2,587
0	316	316	6301	0	2,212	2,212
9,632	11,372	1,740	6301	93,535	100,723	7,188
0	(81)	(81)	6301	0	(567)	(567)
9,376	14,462	5,086	6303	60,947	67,050	6,103

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

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
20,630	28,589	7,959	TOTAL UTILITY EXPENSES	174,215	191,738	17,523
0	167	167	OTHER EXPENSES	122	1,169	1,047
340	167	(173)	01 Activities	2,040	1,169	(871)
			Bad Debt			
340	334	(6)	TOTAL OTHER EXPENSES	2,162	2,338	176
35,293	42,059	6,766	TOTAL OPERATING EXPENSES	269,232	290,278	21,046
0	0	0	RESERVE EXPENSES	223,725	0	(223,725)
0	0	0	01 RR Concrete	2,324	0	(2,324)
104	0	(104)	06 RR Elevator	2,539	0	(2,539)
126	0	(126)	03 MR Electrical	740	0	(740)
0	0	0	05 MR Plumbing	432	0	(432)
0	0	0	08 MR HVAC	1,300	0	(1,300)
422	0	(422)	10 MR Other	5,314	0	(5,314)
0	0	0	12 MR Building Maint	769	0	(769)
0	0	0	21 MR Elevators	1,294	0	(1,294)
0	0	0	01 ILR Insurance/Legal			
653	0	(653)	TOTAL RESERVE EXPENSES	238,437	0	(238,437)
7,663	7,094	(569)	COMMUNITY FACILITIES	51,890	49,654	(2,236)
2,598	2,715	117	10 Administration	18,555	19,009	454
1,930	2,226	296	20 Education & Recreation	15,066	15,582	516
297	(170)	(467)	21 Club House II	482	(1,191)	(1,673)
148	143	(5)	22 LW News	1,039	999	(40)
148	(158)	(306)	25 Food Service	6,754	(1,100)	(432)
965	300	(665)	30 Medical Center	10,863	10,863	0
1,552	1,552	0	40 PPD Management	12,432	12,216	(216)
1,670	1,745	75	41 Grounds	85,982	86,142	160
12,283	12,306	23	43 Trash	7,756	7,558	(198)
1,187	1,079	(108)	58 TV	35,773	37,105	1,332
5,232	5,300	68	60 Transportation	4,156	3,999	(157)
594	571	(23)	65 Security	7,162	6,661	(501)
816	951	135	70 Street Lights	2,060	1,059	(1,001)
167	151	(16)	80 Golf Course	182	193	11
26	27	1	81 Pro Shop	1,734	1,734	0
248	248	0	85 Comm Call System	32,781	32,781	0
4,683	4,683	0	90 Snow Reserve	912	912	0
130	130	0	92 Prop Maint Rsv			
			93 Contg Rsv			





MUTUAL 19B  
CASH INVESTMENTS  
July 31, 2020

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							122,388.95	122,388.95
<b>MONEY MARKET</b>									
	ATLANTIC UNION BANK	0.26%						60,080.30	60,080.30
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ATLANTIC UNION BANK	0.26%			0.00	69,644.73	12,783.52		82,428.25
100003	AXOS BANK	0.99%			60,309.09				60,309.09
100028	PACIFIC NATIONAL BANK	1.24%			83,312.03	125,299.65	16,919.38		225,531.06
<b>CERTIFICATES OF DEPOSIT</b>									
100022	TIAA BANK	1.98%	104,658.29	08/23/2020	110,936.72				110,936.72
100026	STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
100024	FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
100027	STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
100033	CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	107,520.74				107,520.74
100018	SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	163,815.44				163,815.44
100032	REVERE BANK	2.47%	150,000.00	03/13/2021	153,119.94				153,119.94
100014	FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	106,199.61				106,199.61
100037	BANK OZK	0.99%	155,357.73	07/17/2022	155,357.73				155,357.73
100034	REVERE BANK	2.13%	53,210.81	02/10/2023	53,680.63				53,680.63
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
	DUE TO FROM:				1,333.46	(182.80)	525.36	(1,676.02)	
<b>TOTAL</b>					<b>1,622,622.00</b>	<b>194,761.58</b>	<b>30,228.26</b>	<b>180,793.23</b>	<b>2,028,405.07</b>



# General Manager's Report

**August 2020**

**August 10, 2020**

## Upcoming Office Closures:

- **Sept 7—**  
Labor Day

## COVID-19 Testing Opportunity

Management is awaiting response from Montgomery County officials regarding an opportunity for LW residents to obtain a COVID-19 test on-site. 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.

## 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.

## 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