

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
SULLIVAN ROOM - 1:00 P.M.
WEDNESDAY, SEPTEMBER 25, 2019

AGENDA

| | Page No. |
|---|----------|
| 1. Call to Order | |
| 2. Approval of The Agenda | |
| 3. Approval of Minutes August 28, 2019 Meeting | 1-5 |
| 4. Unit Owners and Residents Open Forum (30 Min.) | |
| 5. General Manager's Report | 7-8 |
| 6. Treasurer's Report- (Attachment) | 9 |
| a. Approval of Invoices (Attachment) | 10 |
| b. CD Activity Approval (Attachment) | 11 |
| 7. Unfinished Business – | |
| a. Enhancements Inc.- #89-IH (Attachment) | 12-13 |
| b. Chute Master Invoice Approval (Attachment) | 14 |
| c. JustDoors & Hardware- Revised Proposals (Attachment) | 15-16 |
| d. Sure-Fit- Revised Proposal (Attachment) | 17 |
| e. Updates Ongoing Projects- Bylaws | |
| f. Update on Newsletter for Mutual - Concept and Feedback (Attachment) | 19-20 |
| 8. New Business/Action Items – | |
| a. Replacing Bench in Front of Building #88 (Attachment) | 21-22 |
| 9. Letter to Unit Owner (Attachment) | 23 |
| 10. Leisure World Board of Directors and Advisory Committee Reports | |
| 11. Building Representatives | |
| 12. Next Regular Board Meeting – Wednesday, October 30, 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, AUGUST 28, 2019

Res. #41-#57

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, August 28, 2019 at 1:00 p.m.

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

Directors Absent: Virginia Austin, Director.

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

Visitors: Jane Gervais, Charles Middleton, James and Meriel Brewer, Dennis Hawkins, Elizabeth Zawislanski, Pauline Tallerico, Maureen McCleary, Kristin Doherty, Marion Rosenberg, Clayton Lewis.

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 presented.
3. Unit Owners Open Forum- Reports were presented from the unit owners present at the meeting.
 - a. Elizabeth Zawislanski, from unit 94-1A explained with hardship the problem she has been experiencing with mold in her unit, especially in the master bathroom. Mr. Dunn stated that the Mutual will examine to find the source.
 - b. Kristin Doherty, from unit 94-3F, reported a wasp nest on the outside of her window. Mr. Dunn told Ms. Doherty that he will speak with Advantage Green and ask if they can solve this issue.
 - c. Pauline Tallerico, from unit 92-1C, reported a heavily smoker in the building that is causing her to have health problems and suggested the building air handler may not be working properly.
 - d. Meriel Brewer, from unit 88-1A, emphasized her issue with people walking their dogs on the grass by her unit window, suggested “No dogs in lawn” signs.
4. Residents Open Forum- Reports were presented from the residents present at the meeting.

5. General Manager's Report – The August 2019 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
6. Approval of Minutes of July 31, 2019 – The July 31, 2019 Regular Board meeting minutes were approved as presented.
7. Treasurer's Report- Upon motion duly made and seconded, the Board agreed,

To approve the Treasurer's report presented by Mr. Gervais.

Resolution #41, 08/28/19

Mr. Gervais presented the Board with two CD's requiring action for Mutual 19B. Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the State Bank of Texas CD that matures on 9/11/19 plus any interest earned at the best available rate for a time period up to 36 months.

Resolution #42, 08/28/19

To authorize the Leisure World Accounting Staff to invest up to \$150,000.00 from funds held in existing Money Market accounts to a new CD account at the best available rate for a time period up to 36 months.

Resolution #43, 08/28/19

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

\$1,325.00 **O'Connell & Lawrence, Inc. #31816** – On- call engineering and survey services on 07/01/19- 07/28/19.

\$1,840.00 **Enhancements, Inc Invoice #2119** – For work at 15311 Beaverbrook Ct.#90-3B. Removing the drywall on the ceiling in the dining room due to a roof leak. Replacing insulation above the drywall. Applying texture to the new drywall to match existing as close as possible. Applying primer and paint to dining room ceiling and cleaning the work area and removing all debris.

\$1,895.30 **LWMC Physical Properties Invoice #160099** – Work performed: Replaced Exit & Emergency Exit signs in buildings: #91, #92, #93. (07/31/19).

Resolution #44, 08/28/19

\$368.00

LWMC Physical Properties Invoice #161030- Work Performed: Repaired drywall on second floor by the elevator in building #90. (08/15/19).

Resolution #45, 08/28/19

Upon motion duly made and seconded, the board agreed,

To request reimbursement in the amount of \$368.00 from unit owner at 15311 Beaverbrook Ct. #90-2E (Miller) for the services of PPD for repairing drywall on second floor by the elevator; Damage created by a move-in.

Resolution #46, 08/28/19

8. 2020 Budget- After having an in-depth discussion with the Leisure World Accountant, , Brenda Callejas regarding Mutual 19B's 2020 budget, she answered all questions and concerns from the Board and visitors. Upon motion duly made and seconded, the Board agreed,

To distribute to owners for comment, the drafted 2020 Budget of Mutual 19B with an increase of \$29.34 only to cover the increase in the Community Facilities fee.

Resolution #47, 08/28/19

9. Unfinished Business-

- A. Concerns- Dogs Walking on Grass- After numerous complaints directed to the Board concerning dog owners walking their dogs on the grass by other resident's windows. Upon motion duly made and seconded, the Board agreed,

To place a sign in the grass area near building #88, to match the sign in Mutual 19A to refrain dog owners from walking their dogs on that area.

Resolution #48, 08/28/19

Upon motion duly made and seconded, the Board agreed,

To direct Mr. Dunn, the president of Mutual 19B, to write a letter explaining proper pet conduct to individuals who need a reminder.

Resolution #49, 08/28/19

- B. Advantage Green- Revised Downspout Proposal Building #89 & #92- Mr. Dunn informed the Board and visitors that Advantage Green is currently performing the downspouts work for the mentioned buildings.
- C. Updates Ongoing Projects- Bylaws- Mr. Gervais reported corrections were made to Bylaws and sent to the lawyer. The lawyer is out of the office until further notice.

10. New Business/Action Items

A. Abandoned Truck- Ms. Goldsborough had discovered an abandoned truck in Mutual 19B that did not have a decal and was parked in the same spot for weeks at time. Fortunately, the vehicle left, and no actions were needed to be taken.

B. Housing for Older Persons Act (HOPA)- Potential Buyers- The Board discussed all aspects with consideration. Upon motion duly made and seconded, the Board agreed,

To not make an exception to the standing policy on resident/owner age.

Resolution #50, 08/28/19

C. McFall & Berry- 2019 Fall Flower and Proposal and Watering Request- Upon motion duly made and seconded, the Board agreed,

To approve the proposal for the 2019 Fall flowers for the total of \$1,667.50.

Resolution #51, 08/28/19

Upon motion duly made and seconded, the Board agreed,

To accept authorize McFall and Berry to water all stressed and/or newly planted shrub and tree material in planting beds and/or other areas at this Mutual, \$42.00 hourly rate for service per man.

Resolution #52, 08/28/19

D. LW PPD- Repair Drywall Nail Pops Proposal- The Board discussed and reviewed the proposal. Upon motion duly made and seconded, the Board agreed,

To accept the proposal and payment of \$4,246.00 to have PPD reattach sections of walls and to remove any nail pops and repair drywall in building #92.

Resolution #53, 08/28/19

E. Dynalectric- Fire Life Safety Proposal- Upon motion duly made and seconded, the Board agreed,

To accept the proposal and payment of \$2,277.00 to Dynalectric to replace the Fire Department Connection (FDC) in building #88.

Resolution #54, 08/28/19

F. Sure-Fit Security- Exterior Storage Room Door and Frame Proposal- The Board discussed some revisions on the proposal. Upon motion duly made and seconded, the Board agreed,

To approve the Sure-Fit proposal and accept payment of \$3,360.00 for replacement of exterior storage room door and frame at building #88.

Resolution #55, 08/28/19

Upon motion duly made and seconded, the Board agreed,

To pay a deposit of \$1,680.15 to Sure-Fit after revised proposal is received.

Resolution #56, 08/28/19

- G. 2020 Advisory Committee Application- The 2020 Advisory Committee Application was discussed by the Board and all interested turned in application to Mutual Assistant, Alexa Cuque.

11. Leisure World Board of Directors and Advisory Committee Reports-

- A. Restaurant – Ms. Mastrococco reported that there was no meeting in August.
- B. Tennis and Pickleball- Mr. Gervais reported the meeting took place on August 7th, 2019; Awnings for the benches on the courts had been installed and people were happy; People were also satisfied with the upkeep of the courts. There was a lengthy discussion on how to control access to the courts for members of the club but nonresidents.
- C. Landscape- None at this time.
- D. E&R- Ms. Goldsborough reported that there was no meeting in August.
- E. LWCC Board – Mr. Dunn reported full time social workers in the Medical Center; \$500,000.00 Golf course investments; Facility enhancements; Proposal for next year’s budget is done differently that does not include the Comcast or water budget. Proposal needs 2/3 of votes for budget to be approved.

12. Building Representatives – Reports were presented from the Building Representatives present at the meeting. Upon motion duly made and seconded, the Board agreed,

To have Mr. Dunn write a resident of Mutual 19B a letter regarding issues reported at the Board meeting.

Resolution #57, 08/28/19

13. Next Regular Board Meeting – Wednesday, September 25, 2019, Sullivan Room at 1:00 p.m.
14. Adjournment – The meeting adjourned at 4:24 p.m.

Rita Mastrococco, Secretary

Mutual 19B - September 25, 2019 - Regular Monthly Meeting

Treasurer's Report

| | |
|------------------------------|---------------------|
| Balance Forward - 8/1/19 | \$165,156.51 |
| Total Receipts - August | 132,625.05 |
| Total Disbursements - August | <u>(145,572.58)</u> |
| Balance - 8/31/19 | \$152,208.98 |

Net Operating Expenses

| | | |
|------------------------|-----------|--------------|
| Year To Date - 8/31/19 | \$ 28,290 | Under Budget |
| Month of August 2019 | \$ 8,865 | Under Budget |

Cash Investments 8/31/19

| | |
|------------------------------|-------------------|
| Replacement Reserve | \$1,701,784.97 |
| Maintenance Reserve | 161,674.66 |
| Insurance Deductible Reserve | 30,839.89 |
| Other | <u>153,473.19</u> |
| Total | \$2,047,772.71 |

Delinquent Report (as of September 16, 2019)

1 account has fee charges of \$565.00 less than 30 days old
(\$45 of above amount are for 3 late charges - 30 to 90 days old)
1 account has an insurance claim of \$2,875.43 from July 2, 2019
1 account owes fees of \$5,111.00 starting from 12/1/18
Total Delinquent = \$8,551.43

| <u>Reserve Expenditures -</u> | <u>YTD 8/31/19</u> | <u>To Reserves YTD 8/31/19</u> |
|-------------------------------|--------------------|--------------------------------|
| Replacement Reserve | \$106,171 | |
| Maintenance Reserve | 37,837 | |
| Insurance/Legal | <u>1,765</u> | |
| Total | \$145,773 | \$211,569 |

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
08/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

| CURRENT PERIOD ACTUAL | MONTHLY BUDGET | VARIANCE | YTD ACTUAL | YTD BUDGET | VARIANCE |
|--------------------------|-------------------|----------------|------------------|------------------|-----------------|
| 112,342 | 112,342 | 0 | 898,736 | 898,736 | 0 |
| 3,811 | 1,981 | 1,830 | 28,033 | 15,848 | 12,185 |
| 90 | 0 | 90 | 600 | 0 | 600 |
| 0 | 0 | 0 | 613 | 0 | 613 |
| 0 | 0 | 0 | 25 | 0 | 25 |
| 19,133 | 0 | 19,133 | 145,772 | 0 | 145,772 |
| <u>(26,752)</u> | <u>(24,923)</u> | <u>(1,829)</u> | <u>(211,569)</u> | <u>(199,384)</u> | <u>(12,185)</u> |
| 108,624 | 89,400 | 19,224 | 862,210 | 715,200 | 147,010 |
| 88 | 88 | 1 | 700 | 698 | (2) |
| 0 | 0 | 0 | 4,250 | 4,600 | 350 |
| 0 | 0 | 0 | 700 | 0 | (700) |
| 4,557 | 4,470 | (87) | 35,245 | 35,158 | (87) |
| 275 | 285 | 11 | 2,196 | 2,280 | 84 |
| 906 | 927 | 21 | 7,548 | 7,416 | (132) |
| 0 | 0 | 0 | 25 | 0 | (25) |
| 5,825 | 5,770 | (55) | 50,664 | 50,152 | (512) |
| 2,800 | 3,500 | 700 | 16,800 | 28,000 | 11,200 |
| 1,591 | 1,591 | 0 | 12,726 | 12,728 | 2 |
| 0 | 333 | 333 | 47 | 2,664 | 2,617 |
| 0 | 111 | 111 | 0 | 886 | 886 |
| 0 | 292 | 292 | 2,965 | 2,332 | (633) |
| 0 | 333 | 333 | 2,970 | 2,664 | (306) |
| 0 | 150 | 150 | 3,255 | 1,200 | (2,055) |
| 0 | 33 | 33 | 0 | 264 | 264 |
| 0 | 417 | 417 | 0 | 3,332 | 3,332 |
| 108 | 1,250 | 1,143 | 7,833 | 10,000 | 2,167 |
| 176 | 182 | 6 | 1,408 | 1,456 | 48 |
| 4,674 | 8,192 | 3,518 | 48,004 | 65,526 | 17,522 |
| 1,979 | 2,100 | 121 | 24,648 | 23,800 | (848) |
| 0 | (401) | (401) | 0 | (4,542) | (4,542) |
| 9,855 | 10,500 | 645 | 105,811 | 119,000 | 13,189 |
| 0 | (1,197) | (1,197) | 0 | (13,579) | (13,579) |
| 4,389 | 12,500 | 8,111 | 53,890 | 70,454 | 16,564 |

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 08/31/2019

3701 Rossmoor Blvd.
 Silver Spring MD 20906

| CURRENT PERIOD ACTUAL | MONTHLY BUDGET | VARIANCE | YTD ACTUAL | YTD BUDGET | VARIANCE |
|---------------------------|-------------------|----------|---------------|---------------|-----------|
| 16,223 | 23,502 | 7,279 | 184,349 | 195,133 | 10,784 |
| 0 | 167 | 167 | 0 | 1,332 | 1,332 |
| 2,000 | 167 | (1,833) | 2,000 | 1,336 | (664) |
| 2,000 | 334 | (1,666) | 2,000 | 2,668 | 668 |
| 28,722 | 37,798 | 9,076 | 285,017 | 313,479 | 28,462 |
| 0 | 0 | 0 | 23,938 | 0 | (23,938) |
| 1,325 | 0 | (1,325) | 36,599 | 0 | (36,599) |
| 12,000 | 0 | (12,000) | 45,634 | 0 | (45,634) |
| 1,956 | 0 | (1,956) | 4,510 | 0 | (4,510) |
| 0 | 0 | 0 | 15,356 | 0 | (15,356) |
| 0 | 0 | 0 | 5,164 | 0 | (5,164) |
| 94 | 0 | (94) | 768 | 0 | (768) |
| 908 | 0 | (908) | 6,942 | 0 | (6,942) |
| 962 | 0 | (962) | 3,158 | 0 | (3,158) |
| 0 | 0 | 0 | 52 | 0 | (52) |
| 1,887 | 0 | (1,887) | 1,887 | 0 | (1,887) |
| 0 | 0 | 0 | 1,765 | 0 | (1,765) |
| 19,133 | 0 | (19,133) | 145,772 | 0 | (145,772) |
| 7,116 | 6,781 | (335) | 57,473 | 54,245 | (3,228) |
| 3,043 | 2,642 | (401) | 21,560 | 21,134 | (426) |
| 2,004 | 2,167 | 163 | 17,107 | 17,338 | 231 |
| (93) | (136) | (43) | (742) | (1,092) | (350) |
| 148 | 147 | (1) | 1,336 | 1,176 | (160) |
| (334) | (311) | 23 | (2,152) | (2,486) | (334) |
| 445 | 158 | (287) | 2,412 | 1,258 | (1,154) |
| 1,506 | 1,506 | 0 | 12,044 | 12,044 | 0 |
| 1,596 | 1,728 | 132 | 13,359 | 13,828 | 469 |
| 7,051 | 7,050 | (1) | 56,406 | 56,396 | (10) |
| 1,076 | 1,073 | (3) | 8,609 | 8,585 | (24) |
| 4,824 | 5,082 | 258 | 39,892 | 40,656 | 764 |
| 594 | 599 | 5 | 4,750 | 4,786 | 36 |
| 1,187 | 922 | (265) | 7,570 | 7,375 | (195) |
| 148 | 130 | (18) | 1,410 | 1,042 | (368) |
| TOTAL UTILITY EXPENSES | | | | | |
| OTHER EXPENSES | | | | | |
| 01 Activities | | | | | |
| Bad Debt | | | | | |
| TOTAL OTHER EXPENSES | | | | | |
| TOTAL OPERATING EXPENSES | | | | | |
| RESERVE EXPENSES | | | | | |
| 01 RR Concrete | | | | | |
| 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 | | | | | |
| 30 MR Ceiling Repairs | | | | | |
| 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 | | | | | |



September 2019

General Manager's Report

September 20, 2019

Community Financials

For the period ending August 31, 2019, net operating expenses were \$1,900 over budget.

Year-to-date, net operating expenses were \$38,800 over budget.

In the month of August, there were 27 property transfers which totaled \$117,000 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. In collaboration with the Community Planning Advisory Committee (CPAC), three bids have been received and reviewed.

At the September 24th LWCC Board meeting, the Board is expected to act on a recommendation from CPAC to proceed with an architectural firm.

Upcoming Office Closures:

- **October 14** —
Columbus Day
- **November 28** —
Thanksgiving 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

Now that the survey deadline has passed, consultants from George Mason University have confirmed a 45.5% response rate (of total units in the community) as of 8/30.

George Mason University will be scheduling approximately 6 focus groups of 10-12 residents and 1-2 larger community forums, by invitation, in the coming months.

Additional information on the next steps of the Strategic Planning process will be provided in upcoming issues of the LW News.

Bulk Internet/Broadband Update

A Comcast representative is now available onsite in Clubhouse I (Harbor Room).

Installations began on September 16th in a phased approach. Each phase will be approximately 2 weeks long. Residents will receive a postcard in the mail with directions to schedule an installation appointment.

The installation dates for phases 3-6 changed slightly; the new schedule is available on the resident's website.

2020 Budget Planning

The LWCC Board will review and act on the 2020 budget at the regularly scheduled meeting on September 24th.

HR Corner

In the month of August, there were 4 new hires and 3 departures.

We have the following open positions:

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

MedStar Flu Clinics

Starting September 24th, flu vaccines will be available every Tuesday from 9am—5pm at the LW Medical Center Pharmacy without an appointment.

Should you desire an appointment, flu vaccines are available Mondays, Wednesdays, Thursdays & Fridays. Call 301-598-1005 to schedule an appointment.

2019-2020 Insurance Policy Renewal

The Master Insurance Policy renewed on 8/1/19.

The loss rate for the community was a very modest 26% for the past year.