# COUNCIL OF UNIT OWNERS OF MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC. WEDNESDAY, SEPTEMBER 29, 2021 – 1:00 P.M. VIA ZOOM

#### **AGENDA**

\*Members will have an opportunity to comment on agenda items on which an action will be taken with a five-minute Unit Owner and Residents Open Forum Session\*

|    | taken with a just think as a second s |          |
|----|--|----------|
|    |  | Page No. |
| 1. | Call to Order (Dunn, Benefiel, Gervais, Mastrorocco, Goldsborough, Lewis, Barr)  |          |
| 2. | Approval of the Agenda   |          |
| 3. | General Manager's Report   |          |
| 4. | Approval of Minutes – August 25, 2021 Board Meeting Minutes (Attachment)   | 1-4      |
| 5. | Action without Meeting- 9/20/2021  |          |
| 6. | Unit Owners and Residents Open Forum   |          |
| 7. | Treasurer's Report (Attachments)   | 5        |
|    | a. Invoices  |          |
|    | i. Invoice Approval  | 6-7      |
|    | ii. Carey's Plumbing and Heating, INC.   | 8-9      |
|    | iii. CD Resolutions  | 10       |
|    | iv. Insurance Claims   | 11-53    |
|    |  |          |
| 8. | Unfinished Business –  |          |
|    | a. Status of 19-BEE Newsletter   |          |
|    | b. Status of Insurance Coverage  |          |
|    | c. Status of Rebuilding Building 91  |          |
|    | d. Reserve Study Update  |          |
|    | e. Elevator Replacement Plan (Attachment)  |          |
|    | f. Bylaw Amendment Update  |          |
|    | g. Window Washing Damage   |          |
|    | h. Status of Trash Door Replacement (Bldg. #90)  |          |
|    | i. Budget for 2022   |          |
| 9. | New Business –   | ,        |
|    | a. ABM – Kreuter   | 54-56    |
|    | b. Schindler – Proposal  | 57-58    |

# COUNCIL OF UNIT OWNERS OF MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC. WEDNESDAY, SEPTEMBER 29, 2021 – 1:00 P.M. VIA ZOOM

| c. McFall & Berry (Attachmer |
|------------------------------|
|------------------------------|

| i. Tree proposal for \$1,175.00 9/21/2021                           | 59 |
|---|----|
| ii. Tree proposal for \$1,275.00 8/26/2021                          | 60 |
| d. Accurate Insulation of Upper Marlboro Proposal \$1,285.00        | 61 |
| 10. Correspondence  |    |
| 11. Leisure World Board of Directors and Advisory Committee Reports |    |
| 12. Building Representatives  |    |
| 13. Monthly Meeting Date – Wednesday, October 27, 2021 – 1:00 P.M.  |    |
| 14. Adjournment   |    |

# REGULAR MEETING – BOARD OF DIRECTORS COUNCIL OF UNIT OWNERS OF MUTUAL 19-B CONDOMINIUM OF ROSSMOOR, INC. HYBRID MEETING – 1:00 P.M. WEDNESDAY, AUGUST 25, 2021

#### Res. #29-43

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 on Wednesday, August 25, 2021, 1:00p.m.

**Directors Present:** 

Mike Benefiel, President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; John

Barr, Director; Regina Goldsborough, Director; Clayton Lewis, Director.

Directors Absent:

Jack Dunn, Vice President

Management:

Kevin Flannery, General Manager of Support Services; Alicia Drummond,

Mutual Assistant

Visitors:

Maureen McCleary, Virginia Austin, Jane Gervais, Ken Sorkin, Dennis

Hawkins, Katherine Horn, Virginia Samara, two interpreters

- 1. <u>Call to Order</u> Mr. Benefiel called the meeting to order at 1:00 p.m.
- 2. <u>Approval of the Agenda</u> The agenda was approved, as amended. Add PPD proposal B93 8.d.
- 3. <u>General Manager's Report</u> Mr. Flannery presented the August 2021 General Manager's report. All questions and comments were responded to by Mr. Flannery.
- 4. <u>Approval of July 28, 2021, Regular Board Meeting Minutes</u> The July 28, 2021, regular Board meeting minutes were approved as distributed for the Board's review.
- 5. <u>Unit Owner's and Resident's Open Forum</u> An inquiry was addressed regarding the window washing schedule and stated the service was not completed for 89. Mr. Benefiel introduced the new Mutual Assistant.
- 6. <u>Treasurer's Report</u> Mr. Gervais presented the treasurer's report as distributed for the Board's review.

a. INVOICES: Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

| INVOICE AMOUNT: | VENDOR   INVOICE #   DESCRIPTION:  |
|-----------------|--|
| \$6,300.00      | McFall & Berry Invoice #211363 – Remove trees at 15311 Beaverbrook             |
|                 | Ct Building 90 invoice date 8/20/2021  |
|                 | Resolution # 29, 8/25/2021   |
| \$5,760.00      | <u>Dynaletric Invoice #39353</u> – Annual fire alarm test for seven buildings. |
|                 | Bill dated 8/10/2021.  |
|                 | Resolution #30 ,8/25/2021  |
|                 | Resolution #30 ,8/25/2021  |

b. Insurance Claims – Upon motion duly made, the Board agreed,

To approve to make payment to LWMC for water damage cleanup at 15300 Beaverbrook Court 1A in the amount of \$581.64 due to HVAC water leak from unit 2A.

#### Resolution #31, 8/25/2021

To approved to seek reimbursement from owner at 15300 Beaverbrook Court 2A in the amount of \$581.64 for water damage cleanup due to HVAC water leak.

#### Resolution #32, 8/25/2021

To approve to make payment to LWMC for hot water heater leak at 15310 Beaverbrook Court 3G in the amount of \$5,000.00.

#### Resolution #33, 8/25/2021

To approve to seek reimbursement from owner of 15310 Beaverbrook Court in the amount of \$5,000.00 for water damage cleanup due to hot water leaking into unit below 2G.

#### Resolution #34, 8/25/2021

To approve to make payment to LWMC for water damage at 15301 Beaverbrook Court 2K in the amount of \$597.40.

#### Resolution #35 8/25/2021

To approve to seek reimbursement from owner of 15301 Beaverbrook Court 2K in the amount of \$597.40 for water damage cleanup due to outlet sparking causing smoke and fire.

#### Resolution #36, 8/25/2021

c. CD's – upon motion duly made, the Board agreed,

To authorize to open a new CD for \$150,000.00 at the best available rate up to 36 months.

#### Resolution #37, 8/25/2021

To authorize to open an additional new CD for \$150,000.00 at the best available rate for 36 months.

#### Resolution #38, 8/25/2021

To authorize to invest the entire proceeds of the Capital Bank CD that matures on September 24, 2021, plus any interest earned at the best available rate for 36 months.

#### Resolution #39, 8/25/2021

<u>Delinquencies</u> - upon motion duly made, the Board agreed with one opposed,

To approve for the Board to contact the attorney, social services and relative of those delinquents for a process to pursue the best strategy.

#### Resolution #40, 8/25/2021

#### 7. Unfinished Business –

- a. <u>Status of Mutual 19-BEE Newsletter</u> Mr. Benefiel addressed the need for all residents to receive the newsletter including off- site addresses. He will contact Minkoff and the Mutual Assistant for all off-site addresses.
- b. <u>Status of Insurance Coverage</u> The Insurance premium has increased, and the Board discussed the changes the Mutual will endure. The LWCC Board will vote on how the Mutual will divide the increase between the Master Meters and Highrise Mutuals.
- c. <u>Status of Rebuilding Building 91</u> The framing has been completed. Plumbing, HVAC, electrical and sprinklers are in progress. Test pits will be dug by WSSC will be done. Mr. Benefield presented the permit for the building. Each unit owner will be contact for a walk through prior to insulation and drywall work. Estimated completion is late February early March.

- d. The door project is scheduled to begin the first week of September.
- e. <u>Reserve Study Update</u> The reserve study deposit has been submitted. The scheduling will be made for a representative from Reserve Advisors to begin.
- f. <u>Resales Fee Resolution</u> Mr. Gervais stated that the Board did not receive any feedback regarding their opinion on the increase resale fee.

Upon motion duly made, the Board agreed,

To approve to the Amendment to the Trust Agreement on the increase of the resale fee from 2%-3%.

#### Resolution #41, 8/25/2021

- g. <u>Elevator Replacement Plan</u> A building representative (Maureen) stated the safety concerns of the elevators was addressed and recommended to modernize them. The Board will investigate the issues in the building then agree on a plan of action to be voted on at the next meeting.
- h. Bylaw Amendment Update This item will be discussed at the next meeting.

#### 8. New Business -

a. ABM- Kreuter- Upon motion duly made, the Board agreed,

To approve the ABM submitted by unit owner at 15310 Beaverbrook Ct 3A for renovating the master bathroom upon the condition that the owners obtain the three required signatures on the application. Expense and maintenance will be at the expense of the unit owner(s).

a. McFall & Berry Flower Proposal – Upon motion duly made, the Board agreed,

To accept the proposal from Mc Fall & Berry \$1512.00 for planting flowers.

#### Resolution #42, 8/25/2021

b. Covering of Trash Room Entry Proposal – Upon motion duly made, the Board agreed,

To approve the proposal from PPD to take down and replace the covering the trash room entry in building 93 at the cost of \$1660.00.

# Resolution #43, 8/25/2021

### 9. <u>Correspondence</u> –

10. Adjournment – 3:00 p.m.

Rita M. Mastrorocco, Secretary

# Treasurer's Report

| Balance Forward - 8/1/21 Total Receipts - August Total Disbursements - August Balance - 8/31/21   | \$ 133,110.8<br>131,811.7<br>( <u>188,786.3</u><br>\$ 76,136.1                       | 72<br>86)  |
|---|--|--|
| Net Operating Expenses Year To Date - 8/31/21 Month of August - 2021                              | \$ (2,237)<br>\$ (4,820)   | Over Budget<br>Over Budget   |
| Cash Investments Replacement Reserve Maintenance Reserve Insurance Deductible Reserve Other Total | 8/31/21<br>\$1,796,324.21<br>230,375.76<br>26,089.70<br>134,679.27<br>\$2,187,468.94 | 1/1/21<br>\$1,691,183<br>202,073<br>22,691<br>170,941<br>\$2,086,888 |

# Delinquent Report (as of September 16, 2021)

- -13 accounts (not from Bldg. #91) have charges of \$9,981.64.
- \$5,581.64 of the \$9,981.64 are for two insurance claims.
- (\$3,277.00 of the \$9,981.64 are current charges from 6 accounts)
- (\$1,123 left, \$465 from 3 > 30 days, \$30 from 2 > 60, \$628 from 3 > 90)
- -There are 9 accounts from Bldg. #91 totaling \$30,594.00.
- -1 account (Bldg. #89) has fee charges of \$15,445.00 from 10/1/19
- -1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20 and an insurance claim of \$597.40 from 9/2/21 for a total of \$1,426.40. Total Delinquent = \$57,447.04

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| Reserve Expenditures - Y | TD 8/31/21 | To Reserves YTD 8/31/21 |
|--------------------------|------------|-------------------------|
| Replacement Reserve      | \$ 25,557  | 3 avracaR mameorage     |
| Maintenance Reserve      | 13,840     |                         |
| Insurance/Legal          | 0          |                         |
| Total                    | \$ 39,397  | \$184,613               |

COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

| VARIANCE              | 0       | (13.217)      | 780       | 39,397                        | 2,387                        | 29,347       |                         | 4                    | 0 33  | 004          | (4,432)               | (200)                 | 3,304  | (250)         | (677)       | (1,468)                       | V 99 9C           | (1 388)                | 679                  | 888                     | 1,627        | 530                   | (6,664)                 | 264                     | 3,840              | (0,493)                | 100       | 19,383                  | 3 552            | (1,192)                                      | 7,612              | (12,784)             | (175)    |
|-----------------------|---------|---------------|-----------|-------------------------------|------------------------------|--------------|-------------------------|----------------------|-------|--------------|-----------------------|-----------------------|--|---------------|-------------|-------------------------------|-------------------|------------------------|----------------------|-------------------------|--------------|-----------------------|-------------------------|-------------------------|--------------------|------------------------|-----------|-------------------------|------------------|--|--------------------|----------------------|----------|
| BUDGET                | 954 264 | 25.872        | 0         | 0                             | (187,000)                    | 793,136      |                         | 704                  | 4,250 | 500          | 22,368                | 007'7                 | 7.464  | 0             | 1,336       | 51,986                        | 199 90            | 42,004                 | 1 336                | 888                     | 2,336        | 2,664                 | 2,000                   | 264                     | 3,840              | 9,336                  | 1,490     | 63,856                  | 24 480           | (1.192)                                      | 107,440            | (12,784)             | 00,00    |
| ACTUAL                | 054 264 | 12,655        | 780       | 39,397                        | (184,613)                    | 822,483      |                         | 200                  | 4,250 | 00000        | 39,800                | 2000                  | 4.160  | 250           | 2,013       | 53,454                        | c                 | 000, 44                | 1 269                | 0                       | 602          | 2,134                 | 8,664                   | 0                       | 0                  | 15,829                 | 1,440     | 44,473                  | 800 00           | 0,320  | 99,828             | 0 90 80              | 88,350   |
|                       |         |               |           |                               |                              |              |                         |                      |       |              |                       |                       |  |               |             |                               |                   |                        |                      |                         |              |                       |                         |                         |                    |                        |           |                         |                  |  |                    |                      |          |
|                       | INCOME  | Passessinents | Late Fees | Transfers From Funded Reserve | Transfers To Funded Reserves | TOTAL INCOME | ADMINISTRATIVE EXPENSES | Common Ownership Fee | Audit | Income Taxes | 01 Insurance Property | 03 Insurance Fidelity | Oz Legal Lien Fillings<br>Droperty Mamt Services | Miscellaneous | Interpreter | TOTAL ADMINISTRATIVE EXPENSES | BUILDING EXPENSES | 06 General Maintenance | 01 Elevator Contract | 03 Elevator Inspections | Post Control | 05 Sprinkler Contract | 06 Repair Sprinkler,F/A | 07 Fire Marshll, Permit | 10 F/A Inspections | 02 Grounds Landscaping | lelephone | TOTAL BUILDING EXPENSES | UTILITY EXPENSES | 98 Electric Com Area<br>96 Electric Pr Vr CA | 99 Electric Master | 97 Electric Pr Yr MM | 99 Water |
|                       | 2       | 0110          | 5114      | 5200                          | 5800                         |              |                         | 6112                 | 6115  | 6117         | 6118                  | 2110                  | 6120   | 6125          | 6138        |                               |                   | 6202                   | 6204                 | 6204                    | 6204         | 6211                  | 6211                    | 6211                    | 6211               | 6214                   | 6224      |                         |                  | 6301   | 6301               | 6301                 | 6303     |
| VARIANCE              | c       | (4 604)       | 75        | 2,590                         | 337                          | 1,308        |                         | -                    | 0     | 83           | (4,103)               | <u>.</u>              | 413  | 2 0           | (533)       | (4,125)                       |                   | 3,333                  | (174)                | 111                     | 202          | 333                   | 250                     | 33                      | 480                | 1,167                  | 9         | 2,999                   |                  | 1,410  | (483)              | (1,598)              | 7,235    |
| BUDGET                | 000     | 119,283       | 5,234     | 0                             | (23,375)                     | 99,142       |                         | 88                   | 0     | 83           | 4,421                 | 2/5                   | 0 0 0 0  | 922           | 167         | 5,967                         |                   | 3,333                  | 1,629                | 167                     | 202          | 333                   | 250                     | 33                      | 480                | 1,167                  | 187       | 7,982                   |                  | 2,160  | 9,480              | (1,598)              | 15.707   |
| CURRENT PERIOD ACTUAL |         | 119,283       | 75        | 2.590                         | (23,038)                     | 100,450      |                         | 88                   | 0     | 0            | 8,524                 | 260                   | 0 00   | 320           | 2002        | 10,092                        |                   | 0                      | 1,803                | 00                      |              | 0 0                   | 0                       | 0                       | 0                  | 0                      | 181       | 1,984                   |                  | 750  | 9.963              | 0                    | 8,472    |

COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

| VARIANCE              | (3,232)                | 1,336                                       | (10,916)             | 3,767                    | (3,515)                            | (15,565)       | (1,386)     | (2,400)                            | (1,787)          | (2/6)          | (2,284)        | (1.795)     | (3,361) | (2,822) | (94)         | (120)           | (1,207)                 | (41)                  | (39,397)               |                      | (1,046)           | 25.04                     | 11 571)          | (214)      | (292)             | (827)                                   | 7          | 359      | 1,643   | (8)               |
|-----------------------|------------------------|---|----------------------|--------------------------|------------------------------------|----------------|-------------|------------------------------------|------------------|----------------|----------------|-------------|---------|---------|--------------|-----------------|-------------------------|-----------------------|------------------------|----------------------|-------------------|---------------------------|------------------|------------|-------------------|---|------------|----------|---------|-------------------|
| BUDGET                | 206,474                | 1,336                                       | 6,672                | 328,988                  | 0                                  | 0              | 00          | 00                                 | 0 (              | 0 (            | 00             | 00          | 0       | 0       | 0            | 0               | 00                      |                       | 0                      |                      | 60,192            | 75,800                    | 760,01           | (304)      | (440)             | 2,624                                   | 12,751     | 14,720   | 101,392 | 8,824             |
| ACTUAL                | 209,706                | 0 17,588                                    | 17,588               | 325,221                  | 3,515                              | 15,565         | 1,386       | 2.400                              | 1,787            | 276            | 2,284          | 1 795       | 3,361   | 2,822   | 94           | 120             | 1,207                   | 14                    | 39,397                 |                      | 61,238            | 20,336                    | 1 187            | 1 206      | (148)             | 3,451                                   | 12,744     | 14,361   | 99,749  | 8,832             |
|                       | TOTAL UTILITY EXPENSES | OTHER EXPENSES<br>01 Activities<br>Bad Debt | TOTAL OTHER EXPENSES | TOTAL OPERATING EXPENSES | RESERVE EXPENSES<br>01 RR Concrete | 12 RR Plumbing | 15 RR Roofs | 33 KK Doors<br>53 RR Reserve Study | 03 MR Electrical | 04 MR Drainage | 05 MR Plumbing | OKAL VIN 60 | 3       | AR      | $\mathbb{Z}$ | 21 MR Elevators | 23 MR Repair Wall Crack | 24 MR Doors & Windows | TOTAL RESERVE EXPENSES | COMMUNITY FACILITIES | 10 Administration | 20 Education & Recreation | 21 Club House II | 22 LW News | 20 Madinal Center | 30 Medical Certies<br>40 PPD Management | 41 Grounds | 43 Trash |         | 60 Transportation |
|                       |                        | 6401<br>6403                                |                      |                          | 0069                               | 0069           | 0069        | 0069                               | 0069             | 0069           | 0069           | 0000        | 0069    | 0069    | 0069         | 0069            | 0069                    | 0069                  |                        |                      | 7100              | 7100                      | 7100             | 0017       | 7100              | 7100                                    | 7100       | 7100     | 7100    | 7100              |
| VARIANCE              | 6,415                  | 167 (12,919)                                | (12,752)             | (4,463)                  | C                                  | 0              | 0           | (2 400)                            | 0                | 0              | 00             |             | 00      | (190)   | 0            | 0               | 0                       | 0                     | (2,590)                |                      | (30)              | 19                        | 06               | (159)      | (47)              | (25)                                    |            | 170      | 242     | (10)              |
| MONTHLY BUDGET        | 25,600                 | 167   | 834                  | 40,383                   | C                                  | 0              | 0           | 00                                 | 0                | 0              | 0 0            | 00          | 00      | 0       | 0            | 0               | 0                       | 0                     | 0                      |                      | 7,524             | 2,850                     | 2,354            | (48)       | 471               | 328                                     | 1 594      | 1,840    | 12,674  | 1.103             |
| CURRENT PERIOD ACTUAL | 19,185                 | 13,586                                      | 13,586               | 44,846                   | c                                  | 00             | 0           | 0 000                              | 0                | 0              | 0 0            | 0 0         | 00      | 190     | 0            | 0               | 0                       | 0                     | 2,590                  |                      | 7,554             | 2,783                     | 2,264            | 111        | 148               | 0 0                                     | 1 503      | 1.670    | 12,432  | 1.113             |

COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 08/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

| 5,114         67         7100         65 Security         40,412         40,912 <th>CURRENT PERIOD ACTUAL</th> <th>MONTHLY BUDGET</th> <th>VARIANCE</th> <th></th> <th></th> <th>ACTUAL</th> <th>BUDGET</th> <th>VARIANCE</th>  | CURRENT PERIOD ACTUAL | MONTHLY BUDGET | VARIANCE |      |                            | ACTUAL  | BUDGET  | VARIANCE |
|--|-----------------------|----------------|----------|------|----------------------------|---------|---------|----------|
| 1,035   2.93   7100   70 Street Lights   4.554   4.352   4.554   4.352   1.00   2.001 Course   1.373   1.00   8.5 Comm Call System   1.373   1.816   1.373   1.816   1.373   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.816   1.375   1.00   8.5 Comm Call System   1.283   1.00   8.5 Cong Rav   1.283   1.00   9.5 Cong Rav   1.283   1.00   9.5 Shap Rav   1.0 Shap Ray Rav   1.283   1.00   9.5 Shap Ray Rav   1.0 Shap Ray Ray Rav   1.0 Shap Ray Ray Ray Ray Ray Rav   1.0 Shap Ray  | 1                     | 777            | 67       | 7100 | 85 Security                | 40,412  | 40,912  | 200      |
| 1,035 293 7100 80 Golf Country 1 1,035 27 116 7100 81 Country 1 1,035 27 116 7100 91 Country 1 1,035 27 110 91 7,000 91  | 5,047                 | 0,114          | 60       | 1100 |                            | 4,564   | 4,352   | (212)    |
| 1,035 227 116 7100 9 05 00 05 00 05 05 05 05 05 05 05 05 05  | 482                   | 244            | 70       | 1100 |                            | 4 936   | 8.280   | 3,345    |
| 227 116 7100 81 Pro Box Comm Call System 1,287 1 7100 85 Comm Call System 1,186 1 1478 1,170 85 Comm Call System 1,186 1 1478 1,170 90 Somm Reserve 1,283 1,770 91 Salary Adjustment 2,263 7100 91 Salary Adjustment 1,283 1,770 91 Salary Adjustment 1,283 1,770 91 Salary Adjustment 1,283 1,770 1,7 | 742                   | 1,035          | 293      | 0017 |                            | 1 273   | 1816    | 443      |
| 27         7 700         85 Comm Call System         1,464         1,710           185         2 7 100         90 Snow Reserve         3,048         1,710           865         (2) 7100         92 Prop Maint Rav         6,052         30,048         30,055           1,283         (1) 7100         95 Repl Rav         10,272         10,265         10,265           263         7100         95 Salary Adjustment         2,098         10,272         10,265           43,568         976         TOTAL COMMUNITY FACILITIES         341,649         348,697           43,560         10 Administration         44,628         34,697           200         10 Administration         44,650         44,281         41,656           200         14 A 7600         45 Georal Projects         1,373         1,600           200         14 A 7600         45 Community Services         1,373         1,600           4,167         (800         55 After Hours         34,600         34,600           113         2 7600         55 Building Maint         0         7600         55 Building Maint           0         7 7600         55 Building Maint         0         7600         55 Building Maint <t< td=""><td>111</td><td>227</td><td>116</td><td>7100</td><td>81 Pro Shop</td><td>6/6,1</td><td>0.00</td><td>9</td></t<>   | 111                   | 227            | 116      | 7100 | 81 Pro Shop                | 6/6,1   | 0.00    | 9        |
| 185         2         7 100         9D Show Reserve         1,4478         1,4478         30,055         80,055<  | 26                    | 27             | -        | 7100 | 85 Comm Call System        | 208     | 017     | 7        |
| 3,757         1         7 100         92 Prop Maint Rsv         6 30,048         3  | 183                   | 185            | 2        | 7100 |                            | 1,464   | 1,478   | 4 1      |
| 1,283  | 2 756                 | 3 757          | -        | 7100 |                            | 30,048  | 30,055  | ,        |
| 1,283         (1)         7100         95 Repl Rsv         10,272         10,265           263         7100         98 Salary Adjustment         341,649         348,697           43,588         976         TOTAL COMMUNITY FACILITIES         341,649         348,697           4,950         10         Administration         44,251         41,656           4,950         10         Administration         39,500         38,500           200         4,950         10         Administration         44,251         41,656           200         4,670         42 Special Projects         482         0           200         42 Grounds         44 Community Services         38,500         38,500           4,167         (83)         7600         44 Community Services         34,000         33,336           4,167         (83)         7600         53 Electrical Maint         761         904           0         7600         54 Plumbing Maint         760         55 Building Maint         774         0           0         7600         55 Building Maint         760         55 Hours         760         56 HVAC           0         7600         57 Appliance Maint         760   | 2,130                 | 2,00           | (0)      | 7100 |                            | 6,936   | 6,922   | (14)     |
| 1,263         7,100         98 Sabry Adjustment         0         2,098           43,588         976         TOTAL COMMUNITY FACILITIES         341,649         348,697           4,950         10         7600         40 Administration         39,520         39,600           4,950         10         7600         41 Grounds         39,520         39,600           2,00         14         7600         42 Community Services         33,336         33,336           4,167         (83)         7600         50 Janitorial-         34,000         33,336           4,167         (83)         7600         50 Janitorial-         34,000         33,336           113         2         7600         52 After Hours         148         0           0         0         7600         53 Electrical Maint         37         0           0         0         7600         55 Building Maint         0         0           0         0         7600         55 Humbing Maint         0         0           0         0         7600         55 Humbing Maint         0         0           0         0         7600         55 Altar Hours         0         170,00 <td>100</td> <td>000</td> <td>(4)</td> <td>7100</td> <td>os Benl Bsv</td> <td>10,272</td> <td>10,265</td> <td>(-)</td>   | 100                   | 000            | (4)      | 7100 | os Benl Bsv                | 10,272  | 10,265  | (-)      |
| Z63         7100         30 Salary Adjustment         341,649         348,697           43,588         976         TOTAL COMMUNITY FACILITIES         341,649         348,697           4,950         10 Administration         10 7600         44 A251         44,251         44,251           200         14 7600         44 Community Services         38,520         39,520         39,600           200         14 7600         42 Community Services         1,372         1,600         42,100         33,336           4,167         (83)         7600         44 Community Services         34,000         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         33,336         1,600         32,400         33,336         1,600         1,600         34,600         34,600         3   | 1,284                 | 1,283          | (1)      | 100  |                            | 0       | 2,098   | 2,098    |
| 43,588         976         TOTAL COMMUNITY FACILITIES         341,649         348,697           42,560         (272)         7600         10 Administration         44,251         41,656           4,950         10         7600         41 Grounds         39,520         39,600           0         186         7600         42 Special Projects         1,373         1,600           4,167         (83)         7600         44 Community Services         1,373         1,600           4,167         (83)         7600         50 Administration         34,000         34,000         34,000           113         2         7600         52 After Hours         761         904           0         7600         53 Electrical Maint         761         904           0         7600         55 Building Maint         0         0           0         7600         55 Humbing Maint         0         760           0         7600         55 Humbing Maint         0         760           0         7600         55 HuyAc         100         744           0         7600         57 Appliance Maint         0         760           14,729         (51)         7   | 0                     | 263            | 502      | 001  |                            |         |         |          |
| 5,207         (272)         7600         10 Administration         44,251         41,656           4,950         10 Administration         39,520         39,600           4,950         10 7600         41 Grounds         482         1,600           2 00         14 7600         42 Special Projects         1,373         1,600           4,167         (83)         7600         50 Janitorial-         34,000         33,336           4,167         (83)         7600         52 After Hours         148         0           0         7600         52 After Hours         148         0           0         7600         54 Plumbing Maint         37         0           0         7600         55 Building Maint         33,4         0           0         7600         55 Appliance Maint         33,4         0           0         7600         57 Appliance Maint         0         (74)         736           14,729         (51)         TOTAL MUTUAL OPERATING         120,833         117,832           14,729         (6128)         TOTAL EXPENSES         (4,618)         (7,618)         (7,581)   | 42,612                | 43,588         | 926      |      | TOTAL COMMUNITY FACILITIES | 341,649 | 348,697 | 7,048    |
| 5,207         (272)         7600         10 Administration         44,251         41,656           4,950         10         7600         42 Special Projects         39,520         39,600           0         14         7600         42 Special Projects         1,373         1,600           200         14         7600         44 Community Services         34,000         33,336           4,167         (83)         7600         52 After Hours         761         904           113         2         7600         53 After Hours         761         904           0         7600         53 After Hours         761         904           0         7600         54 Plumbing Maint         37         0           0         7600         55 Building Maint         37         0           0         7600         55 Building Maint         37         0           0         7600         55 Building Maint         (74)         0           0         7600         55 Appliance Maint         (74)         0           0         7600         57 Appliance Maint         (74)         736           14,729         (51)         TOTAL EXPENSES         827,101 <td></td> <td></td> <td></td> <td></td> <td>MUTUAL OPERATING</td> <td></td> <td></td> <td></td>   |                       |                |          |      | MUTUAL OPERATING           |         |         |          |
| 4,50         10         7600         41 Grounds         39,520         39,600           6,0         1,86         7600         42 Special Projects         1,373         1,600           1,10         1,80         42 Special Projects         1,373         1,600           1,10         1,60         44 Community Services         34,000         33,336           4,167         (83)         7600         52 After Hours         761         904           113         2         7600         53 Electrical Maint         761         904           0         7600         55 Building Maint         0         0         0         0           0         7600         55 Building Maint         334         0         0         0           0         7600         55 Building Maint         334         0         0         0         7600         57 Appliance Maint         0         7600         7600         7600         7600         7600         7600         7600         7600         7600  | 6 470                 | 5 207          | (070)    | 7600 | 10 Administration          | 44,251  | 41,656  | (2,595   |
| 482       760     42 Special Projects       200     14       760     44 Community Services       4,167     (83)       760     52 After Hours       113     2       760     52 After Hours       0     7600       52 After Hours     1448       0     7600       54 Plumbing Maint     0       0     7600       55 Building Maint     0       0     7600       55 Building Maint     0       0     7600       56 HVAC     334       0     7600       57 Appliance Maint     0       0     7600       57 Appliance Maint     0       14,729     100 Salary Adjustment       120,833     117,832       120,833     117,832       14,729     100 Collaboration       100 Salary Adjustment     120,833       110 Salary Adjustment     120,833       110 Salary Adjustment     120,833       117,832       117,832       117,832       118,800     117,832       119,810     117,831       110 Salary Adjustment     120,833       110 Salary Adjustment     120,833       110 Salary Adj  | 0,4,0                 | 0,20           | 10       | 7600 | 41 Grounds                 | 39,520  | 39,600  | 80       |
| 200 14 7600 50 Janitoriel Services 34,000 33,336 1,600 4,167 (83) 7600 50 Janitoriel Services 34,000 33,336 1,113 2 7600 55 After Hours 760 55 Bluetdrical Maint 0 7600 57 Appliance Maint 0 7 | 4,940                 | 008,4          | 196      | 7600 | 42 Special Projects        | 482     | 0       | (482)    |
| 200  | (180)                 | 0              | 001      | 2000 | Social Position            | 1 373   | 1,600   | 227      |
| 4,167 (83) 7600 50 Janitonet**  113  | 186                   | 200            | 14       | 000/ | 44 Community Services      | 000 80  | 33 336  | 1664     |
| 113 2 7600 52 After Hours  0 7600 53 Electrical Maint 0 7600 53 Electrical Maint 0 7600 55 Building Maint 0 7600 57 Appliance Maint 0 7600 57 Appliance Maint 14,729 (51) TOTAL MUTUAL OPERATING  120,833 117,832  120,833 117,832  14,729 (6,128) TOTAL EXPENSES  14,729 (4,820) INCOME/DEFICIT  | 4,250                 | 4,167          | (83)     | 7600 | 50 Janitonal               | 34,000  | 000,00  | 143      |
| 0     7600     53 Electrical Maint       0     7600     54 Plumbing Maint       0     7600     55 Building Maint       0     7600     55 Building Maint       0     7600     56 HVAC       0     7600     57 Appliance Maint       92     7600     100 Salary Adjustment       14,729     (51)     TOTAL MUTUAL OPERATING       120,833     117,832       10     795,517       10     74,729       10     74,729       10     7600       10     795,517       10     74,729  | 111                   | 113            | 2        | 2600 | 52 After Hours             | 10/     | 506     | 140      |
| 0     7600     54 Plumbing Maint     37     0       0     7600     55 Building Maint     0     0       0     7600     56 HVAC     0     0       0     7600     57 Appliance Maint     0     734     0       92     7600     57 Appliance Maint     0     736       14,729     (51)     TOTAL MUTUAL OPERATING     120,833     117,832       10     785,517     (74,618)     (2,381)       10     10     10     10  | 0                     | 0              | 0        | 2000 | 53 Electrical Maint        | 148     | 0 0     | 041)     |
| 0     7600     55 Building Maint       0     7600     56 HVAC       0     7600     57 Appliance Maint       92     92     7600     100 Salary Adjustment       14,729     (51)     TOTAL MUTUAL OPERATING     120,833     117,832       14,729     (6,128)     TOTAL EXPENSES     (2,381)       14,729     (4,820)     INCOME/DEFICIT     (2,381)  | 00                    | 0              | 0        | 7600 | 54 Plumbing Maint          | 37      | 0       | (3)      |
| 14,729   10,000   1   | 0 0                   | 0 0            | 0        | 7600 | 55 Building Maint          | 0       | 0       | 0        |
| 0     0     7600     57 Appliance Maint     0     736       92     92     7600     100 Salary Adjustment     120,833     117,832       14,729     (51)     TOTAL MUTUAL OPERATING     827,101     795,517     (6,128)       14,729     (6,128)     INCOME/DEFICIT     (4,618)     (2,381)  |                       | 0 0            | 0 0      | 7600 | 56 HVAC                    | 334     | 0       | (334     |
| 92     92     7600     100 Salary Adjustment     0     736       14,729     (51)     TOTAL MUTUAL OPERATING     120,833     117,832       98,700     (6,128)     TOTAL EXPENSES     827,101     795,517     (6,128)       10,000     (4,820)     INCOME/DEFICIT     (2,381)  |                       | 0 0            |          | 7600 | 57 Appliance Maint         | (74)    | 0       | 74       |
| 14,729     (51)     TOTAL MUTUAL OPERATING     120,833     117,832       14,729     (6,128)     TOTAL EXPENSES     827,101     795,517       14,729     (4,820)     INCOME/DEFICIT     (2,381)   | 0 0                   | 2 5            | 00       | 7600 | 100 Salary Adjustment      | 0       | 736     | 736      |
| 14,729         (51)         TOTAL MUTUAL OPERATING         120,833         117,832           98,700         (6,128)         TOTAL EXPENSES         (4,618)         (2,381)           10,729         (4,820)         INCOME/DEFICIT         (2,381)   | 0                     | 36             | 36       | 000  | odial population           |         |         |          |
| 98,700 (6,128) TOTAL EXPENSES 827,101 795,517 (4,820) INCOME/DEFICIT (4,618) (2,381)   | 14 780                | 14.729         | (51)     |      | TOTAL MUTUAL OPERATING     | 120,833 | 117,832 | (3,001   |
| 98,700 (6,128) TOTAL EXPENSES 827,101 795,517 (4,820) INCOME/DEFICIT (4,618) (2,381)   |                       |                |          |      |                            |         |         |          |
| 442 (4,820) INCOME/DEFICIT (4,618) (2,381)   | 404 020               | 002 80         | (6 128)  |      | TOTAL EXPENSES             | 827,101 | 795,517 | (31,584) |
| 442 (4,820) INCOME/DEFICIT (2,381)   | 104,020               | 20,100         | (0, 150) |      |                            |         |         |          |
|  | (4 378)               | 442            | (4.820)  |      | INCOME/DEFICIT             | (4,618) | (2,381) | (2,237)  |
|  | (0.0'+)               |                | (        |      |                            |         |         | -        |

MUTUAL 19B CASH INVESTMENTS August 31, 2021

| INSTITUTION   | YIELD<br>RATE  | PAR  | MATURITY<br>DATE   | REPLACEMENT<br>RESERVE   | MAINTENANCE<br>RESERVE               | INS DEDUCTIBLE<br>RESERVE         | ОТНЕК               | TOTAL  |
|---|--|--|--|--|--------------------------------------|-----------------------------------|---------------------|--|
| UNALLOCATED FUNDS:  |  |  |  |  |                                      |                                   |                     |  |
| BANK OF AMERICA   |  |  |  |  |                                      |                                   | 76,136.16           | 76,136.16  |
| MONEY MARKET<br>ATLANTIC UNION BANK<br>AXOS BANK  | 0.03%  | /  |  |  |                                      |                                   | 10,106.77 50,049.62 | 10,106.77<br>50,049.62   |
| ALLOCATED FUNDS:  |  |  |  |  |                                      |                                   |                     |  |
| MONEY MARKETS ATLANTIC UNION BANK 100003 AXOS BANK 100028 PACIFIC NATIONAL BANK   | 0.03%<br>0.05%<br>0.55%  |  | 1  | 18,861.86<br>183,544.16<br>100,569.46  | 53,766.13<br>46,373.84<br>131,961.43 | 4,316.58<br>4,305.05<br>17,468.07 |                     | 76,944.57<br>234,223.05<br>249,998.96  |
| CERTIFICATES OF DEPOSIT   |  |  | ,  | ·<br>  |                                      |                                   |                     |  |
| 100039 CAPITAL BANK 100033 CONGRESSIONAL BANK 100014 FIRST INTERNET BANK 100042 PRIMIS BANK 100037 BANK OZK 100024 FIRST INTERNET BANK 100034 SANDY SPRING BANK 100035 CONGRESSIONAL BANK 100036 GATEWAY FIRST BANK 100036 GATEWAY FIRST BANK 100040 CAPITAL BANK 100041 PARAMOUNT BANK | 0.85%<br>0.65%<br>2.15%<br>0.50%<br>0.75%<br>2.13%<br>1.00%<br>1.00% | 150,000.00<br>105,668.10<br>150,000.00<br>155,660.64<br>105,926.82<br>155,357.73<br>95,000.00<br>53,210.81<br>127,308.17<br>111,070.54<br>100,000.00 | 09/24/2021<br>10/18/2021<br>11/12/2021<br>03/24/2022<br>05/20/2022<br>07/17/2022<br>09/18/2022<br>02/10/2023<br>05/01/2023<br>10/15/2023 | 150,000.00<br>108,709.10<br>154,728.44<br>155,594.54<br>108,122.52<br>157,036.41<br>95,000.00<br>54,935.47<br>127,308.17<br>112,180.14<br>100,000.00 |                                      |                                   |                     | 150,000.00<br>108,709.10<br>154,728.44<br>155,594.54<br>108,122.52<br>157,036.41<br>95,000.00<br>54,935.47<br>127,308.17<br>112,180.14<br>100,000.00 |
| DUE TO FROM:  |  |  |  | 3,338.92   | (1,725.64)                           | 0.00                              | (1,613.28)          |  |
| TOTAL   |  |  |  | 1,796,324.21   | 230,375.76                           | 26,089.70                         | 134,679.27          | 2,187,468.94   |

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# General Manager's Report

September 2021

September 14, 2021

# Community Financials

Financial Statements for the period ending August 31, 2021 will be published the week of 9/20.

**HR** Corner

In the month of August, there were 5 new hires and 3

LWMC has the following open positions:

terminations.

- Accountant
- Assistant Project
   Manager (PPD)
- Clubhouse I
   Manager (E&R)
- Maintenance
   Assistant (20B)
- Property Manager (20A)
- Plumbing Supervisor (PPD)
- Sanitation Driver (PPD)
- Security Guard (Security)
- Special Police
   Officer (Security)

As of July 31, 2021, year-to-date, net operating expenses were approximately \$32,700 under budget.

#### **Property Transfers**

In the month of August, there were 46 property transfers, which totaled \$230,000 in transfer fees.

# Clubhouse I Site Plan Amendment Update

The LWCC Board approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Updates are as follows:

- I. Montgomery County building permit approvals are in process.
- 2. Clubhouse I construction improvements are scheduled to start once DPS Permits are released.
- 3. During construction, access to the restaurants and outdoor pool will be limited to the main Clubhouse I entrance and the Maryland Room will be closed.

# Update: Gate Access Project

The system testing has been paused due to a problem with all of the RFID readers installed. The contractor was onsite on 9/7 and 9/9 to perform preventative maintenance and noticed a problem while testing the system. They have taken all of the RFID readers back to their shop for repairs. Once the RFID readers have been re-installed, testing will proceed.

# **Budget Forum**

The Budget Forum to review the 2022 Budget will be held on Wednesday, September 22nd at 2pm via zoom. The draft 2022 budget is posted on the resident's website for all residents to review.