

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\**

	<u>Page No.</u>
1. Call to Order (Dunn, Benefiel, Gervais, Mastrococco, 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 (Attachments)i.**
  - 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. Call to Order – Mr. Benefiel called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved, as amended. Add PPD proposal B93 8.d.
3. General Manager’s Report – Mr. Flannery presented the August 2021 General Manager’s report. All questions and comments were responded to by Mr. Flannery.
4. Approval of July 28, 2021, Regular Board Meeting Minutes – The July 28, 2021, regular Board meeting minutes were approved as distributed for the Board’s review.
5. Unit Owner’s and Resident’s Open Forum – 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. Treasurer’s Report – 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	<b><u>McFall &amp; Berry Invoice #211363</u></b> – Remove trees at 15311 Beaverbrook Ct Building 90 invoice date 8/20/2021 <b><u>Resolution # 29, 8/25/2021</u></b>
\$5,760.00	<b><u>Dynalectric Invoice #39353</u></b> – Annual fire alarm test for seven buildings. Bill dated 8/10/2021. <b><u>Resolution #30 ,8/25/2021</u></b>

- 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**

Delinquencies - 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. Status of Mutual 19-BEE – Newsletter – 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. Status of Insurance Coverage – 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. Status of Rebuilding Building 91 – 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. Reserve Study Update – The reserve study deposit has been submitted. The scheduling will be made for a representative from Reserve Advisors to begin.
- f. Resales Fee Resolution – 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. Elevator Replacement Plan – 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. Correspondence –

10. Adjournment – 3:00 p.m.

---

Rita M. Mastrorocco, Secretary



Mutual 19B - September 29, 2021 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 8/1/21	\$ 133,110.80
Total Receipts - August	131,811.72
Total Disbursements - August	<u>(188,786.36)</u>
Balance - 8/31/21	\$ 76,136.16

Net Operating Expenses

Year To Date - 8/31/21	\$ (2,237)	Over Budget
Month of August - 2021	\$ (4,820)	Over Budget

<u>Cash Investments</u>	<u>8/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,796,324.21	\$1,691,183
Maintenance Reserve	230,375.76	202,073
Insurance Deductible Reserve	26,089.70	22,691
Other	<u>134,679.27</u>	<u>170,941</u>
Total	\$2,187,468.94	\$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

<u>Reserve Expenditures - YTD</u>	<u>8/31/21</u>	<u>To Reserves YTD 8/31/21</u>
Replacement Reserve	\$ 25,557	
Maintenance Reserve	13,840	
Insurance/Legal	<u>0</u>	
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

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
119,283	119,283	0	954,264	954,264	0
1,540	3,234	(1,694)	12,655	25,872	(13,217)
75	0	75	780	0	780
2,590	0	2,590	39,397	0	39,397
<u>(23,038)</u>	<u>(23,375)</u>	<u>337</u>	<u>(184,613)</u>	<u>(187,000)</u>	<u>2,387</u>
100,450	99,142	1,308	822,483	793,136	29,347
88	88	1	700	704	4
0	0	0	4,250	4,250	0
0	83	83	0	664	664
8,524	4,421	(4,103)	39,800	35,368	(4,432)
260	275	15	2,081	2,200	119
0	0	0	200	0	(200)
520	933	413	4,160	7,464	3,304
0	0	0	250	0	(250)
700	167	(533)	2,013	1,336	(677)
10,092	5,967	(4,125)	53,454	51,986	(1,468)
0	3,333	3,333	0	26,664	26,664
1,803	1,629	(174)	14,420	13,032	(1,388)
0	167	167	1,269	1,336	67
0	111	111	0	888	888
0	292	292	709	2,336	1,627
0	333	333	2,134	2,664	530
0	250	250	8,664	2,000	(6,664)
0	33	33	0	264	264
0	480	480	0	3,840	3,840
0	1,167	1,167	15,829	9,336	(6,493)
181	187	6	1,448	1,496	48
1,984	7,982	5,999	44,473	63,856	19,383
750	2,160	1,410	20,928	24,480	3,552
0	(149)	(149)	0	(1,192)	(1,192)
9,963	9,480	(483)	99,828	107,440	7,612
0	(1,598)	(1,598)	0	(12,784)	(12,784)
8,472	15,707	7,235	88,950	88,530	(420)

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

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
19,185	25,600	6,415	TOTAL UTILITY EXPENSES	209,706	206,474	(3,232)
0	167	167	OTHER EXPENSES	0	1,336	1,336
13,586	667	(12,919)	01 Activities	17,588	5,336	(12,252)
			Bad Debt			
13,586	834	(12,752)	TOTAL OTHER EXPENSES	17,588	6,672	(10,916)
44,846	40,383	(4,463)	TOTAL OPERATING EXPENSES	325,221	328,988	3,767
0	0	0	RESERVE EXPENSES	3,515	0	(3,515)
0	0	0	01 RR Concrete	15,565	0	(15,565)
0	0	0	12 RR Plumbing	1,386	0	(1,386)
0	0	0	15 RR Roofs	2,691	0	(2,691)
0	0	0	35 RR Doors	2,400	0	(2,400)
2,400	0	(2,400)	53 RR Reserve Study	1,787	0	(1,787)
0	0	0	03 MR Electrical	276	0	(276)
0	0	0	04 MR Drainage	2,284	0	(2,284)
0	0	0	05 MR Plumbing	48	0	(48)
0	0	0	08 MR HVAC	1,795	0	(1,795)
0	0	0	09 MR Gutters	3,361	0	(3,361)
0	0	0	10 MR Other	2,822	0	(2,822)
190	0	(190)	12 MR Building Maint	94	0	(94)
0	0	0	20 MR Dryer Vents	120	0	(120)
0	0	0	21 MR Elevators	1,207	0	(1,207)
0	0	0	23 MR Repair Wall Crack	47	0	(47)
0	0	0	24 MR Doors & Windows			
2,590	0	(2,590)	TOTAL RESERVE EXPENSES	39,397	0	(39,397)
7,554	7,524	(30)	COMMUNITY FACILITIES	61,238	60,192	(1,046)
2,783	2,850	67	10 Administration	20,336	22,800	2,464
2,264	2,354	90	20 Education & Recreation	18,480	18,832	352
111	(48)	(159)	21 Club House II	1,187	(384)	(1,571)
148	124	(24)	22 LW News	1,206	992	(214)
0	(55)	(55)	25 Food Service	(148)	(440)	(292)
445	328	(117)	30 Medical Center	3,451	2,624	(827)
1,593	1,594	1	40 PPD Management	12,744	12,751	7
1,670	1,840	170	41 Grounds	14,361	14,720	359
12,432	12,674	242	43 Trash	99,749	101,392	1,643
1,113	1,103	(10)	58 TV	8,832	8,824	(8)
			60 Transportation			



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

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
5,047	5,114	67	40,412	40,912	500
482	544	62	4,564	4,352	(212)
742	1,035	293	4,936	8,280	3,345
111	227	116	1,373	1,816	443
26	27	1	208	216	8
183	185	2	1,464	1,478	14
3,756	3,757	1	30,048	30,055	7
867	865	(2)	6,936	6,922	(14)
1,284	1,283	(1)	10,272	10,265	(7)
0	263	263	0	2,098	2,098
42,612	43,588	976	341,649	348,697	7,048
<b>TOTAL COMMUNITY FACILITIES</b>					
MUTUAL OPERATING					
5,479	5,207	(272)	44,251	41,656	(2,595)
4,940	4,950	10	39,520	39,600	80
(186)	0	186	482	0	(482)
186	200	14	1,373	1,600	227
4,250	4,167	(83)	34,000	33,336	(664)
111	113	2	761	904	143
0	0	0	148	0	(148)
0	0	0	37	0	(37)
0	0	0	0	0	0
0	0	0	334	0	(334)
0	0	0	(74)	0	74
0	92	92	0	736	736
14,780	14,729	(51)	120,833	117,832	(3,001)
104,828	98,700	(6,128)	827,101	795,517	(31,584)
(4,378)	442	(4,820)	(4,618)	(2,381)	(2,237)
<b>TOTAL EXPENSES</b>					
<b>INCOME/DEFICIT</b>					



MUTUAL 19B  
CASH INVESTMENTS  
August 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA								
							76,136.16	76,136.16
<b>MONEY MARKET</b>								
ATLANTIC UNION BANK								
	0.03%			18,861.86	53,766.13	4,316.58		76,944.57
	0.05%			183,544.16	46,373.84	4,305.05	10,106.77	234,223.05
				100,569.46	131,961.43	17,468.07	50,049.62	249,998.96
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK								
100003	0.03%			18,861.86	53,766.13	4,316.58		76,944.57
	0.05%			183,544.16	46,373.84	4,305.05	10,106.77	234,223.05
100028	0.55%			100,569.46	131,961.43	17,468.07	50,049.62	249,998.96
<b>CERTIFICATES OF DEPOSIT</b>								
100039	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
100033	0.65%	105,668.10	10/18/2021	108,709.10				108,709.10
100014	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100042	0.50%	155,660.64	03/24/2022	155,594.54				155,594.54
100036	1.54%	105,926.82	05/20/2022	108,122.52				108,122.52
100037	0.99%	155,357.73	07/17/2022	157,036.41				157,036.41
100024	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100034	2.13%	53,210.81	02/10/2023	54,935.47				54,935.47
100035	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038	1.00%	111,070.54	08/31/2023	112,180.14				112,180.14
100040	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
100041	0.75%	165,177.88	01/21/2023	166,395.02				166,395.02
				3,338.92	(1,725.64)	0.00	(1,613.28)	
<b>DUE TO FROM:</b>								
				1,796,324.21	230,375.76	26,089.70	134,679.27	2,187,468.94
<b>TOTAL</b>								



September 2021

September 14, 2021

# General Manager's Report

## Community Financials

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

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:

1. 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.

## HR Corner

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

LWMC has the following open positions:

- 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)