

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
ZOOM CONFERENCE - 1:00 P.M.  
WEDNESDAY, September 30, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)
2. Approval of The Agenda
3. Approval of Minutes August 26, 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. Bicycle Racks in Mutual Proposal **(Attachment)**
8. New Business/Action Items –
  - a. 2021 Proposed Budget **(Attachment)**
  - b. ABM- Mongeli **(Attachment)**
  - c. ABM- Berman **(Attachment)**
  - d. McFall & Berry Proposal T20435AA- **(Attachment)**
  - e. McFall & Berry Proposal T20362AA- **(Attachment)**
  - f. McFall & Berry Fall Flower Proposal **(Attachment)**
  - g. McFall & Berry Proposal L20436ME **(Attachment)**
  - h. McFall & Berry Proposal L20381ME **(Attachment)**
  - i. McFall & Berry Proposal L20377ME **(Attachment)**
  - j. McFall & Berry Proposal L20413MA **(Attachment)**
9. Leisure World Board of Directors and Advisory Committee Reports **(Attachment)**
10. Building Representatives
11. Next Regular Board Meeting – Wednesday- October 28<sup>th</sup>, 2020; 1PM- Zoom
12. Annual Meeting Reminder- Wednesday- October 7<sup>th</sup>, 2020; 2PM- Zoom
13. 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, August 26, 2020

**Res. #159-#166**

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, August 26, 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; Regina Goldsborough, Director.

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

Visitors: Jane Gervais, Clayton Lewis, Teresa Mongelli, Kenneth Sorkin, Joann Fredenburg-Grant, John Barr, ASL- Interpreters: Mary Anderson and Patty.

1. Call to Order – Mr. Dunn called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda was approved as amended with addition to 8. B) Blaik-ABM.
3. Approval of Minutes of July 29, 2020 – The July 29, 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:
  - Clayton Lewis, from 89-3D, reported the building is at 99% occupancy.
  - Regina Goldsborough, from 88-3E, reported that the electric box is still hanging in the trash room and PPD needs to redo the previous attempt to fix this issue. She also mentioned that she was impressed with the downspout project.
5. General Manager's Report – The August 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.
  - A. Invoices- Upon motion duly made and seconded, the Board agreed,

To approve payment of \$3,750.00 to McFall & Berry (Invoice #IN207155) for the removal of declining trees in front of and on the side of the building at 15311 Beaverbrook Court and 15211 Elkridge Way on 07/30/2020.

**Resolution #159, 08/26/2020**

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

To approve payment of the following **insurance claim:**

**\$209.91** For cleaning vomit from the elevator and sanitizing the affected area at 15201 Elkridge Way on 08/12/2020.

**Resolution #160, 08/26/2020**

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

To approve payment of the following **insurance claim:**

**\$5,000.00** For the water cleanup from HVAC leak at 15310 Beaverbrook Court 89-1K on 08/12/2020.

**Resolution #161, 08/26/2020**

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 State Bank of Texas CD that matures on September 11, 2020 plus any interest earned at the best available rate for 12 months.

**Resolution #162, 08/26/2020**

Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure world Accounting Staff to invest the entire proceeds of the First Internet Bank CD that matures on September 18, 2020 plus any interest earned at the best available rate for 24 months.

**Resolution #163, 08/26/2020**

Upon motion duly made and seconded, the Board agreed,

To approve RV Carey's work at 93-1J for the issue with the sewage backup to be taken care of immediately and if any additional work is required the Board will discuss further to add the work to the proposal or go out for bid.

**Resolution #164, 08/26/2020**

7. Unfinished Business-

A. Updates Ongoing Projects- Bylaws- There is no update.

B. Bicycle Racks in Mutual Update- No proposal has been submitted yet.



- C. Elkridge Way to Beaverbrook Court Side Walk Progress- Mr. Dunn reported that he will be meeting with the engineer to get design on the project.
- D. Annual Meeting Discussion- The Board discussed the Annual meeting. Upon motion duly made and seconded, the Board agreed,

To hold the Annual meeting on October 7<sup>th</sup>, 2020 at 2:00 pm. The Annual meeting will be via Zoom and the Annual meeting notice will be going out to the membership.

**Resolution #165, 08/26/2020**

8. New Business/Action Items

- A. 2021 Budget Planning- Mr. Gervais will request for Nikoo, the Mutual Accountant to present the proposed budget at the next monthly meeting.
- B. ABM- Blaik- Upon motion duly made and seconded, the Board agreed,

To approve the ABM form submitted by Ms. Blaik to replace the shower pan and tile in the master bath shower and to also have the sink top in the hall bathroom replaced at 88-2K.

**Resolution #166, 08/26/2020**

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

- A. LWCC Board- Mr. Dunn informed the Board and visitors that Mr. Flannery is proposing for the maximum increase of 3% for the CPI (Consumer Price Index).
  - B. Restaurant Committee- No meeting, no report.
  - C. Landscaping Committee- Mrs. Gervais reported that all the flowers in previous proposal have been completed in building 91. Also, she emailed Aaron about the stump left at building 94.
  - D. Tennis and Pickleball Committee- Mr. Gervais reported that everyone playing pickleball must wear a mask on the court.
10. Building Representatives – Reports were presented from the Building Representatives at the meeting.
11. Next Regular Board Meeting – Wednesday, September 30<sup>th</sup>, 2020 at 1:00 p.m.- via Zoom
12. Adjournment – The meeting adjourned at 2:23 p.m.

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Rita Mastrorocco, Secretary

Mutual 19B - September 30, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 8/1/20	\$ 122,388.95
Total Receipts - August	241,794.28
Total Disbursements - August	<u>(245,317.10)</u>
Balance - 8/31/20	\$ 118,866.13

Net Operating Expenses

Year To Date - 8/31/20	\$ 117	Under Budget
Month of August - 2020	\$ (7,061)	Over Budget

<u>Cash Investments</u>	<u>8/31/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,640,414.52	\$1,720,144
Maintenance Reserve	194,761.58	164,647
Insurance Deductible Reserve	30,228.26	33,337
Other	<u>167,280.05</u>	<u>164,623</u>
Total	\$2,032,684.41	\$2,082,751

Delinquent Report (as of September 16, 2020)

6 accounts have late fees and assessment charges of \$2,479.00  
 (\$69.00 of above amount are from 3 accounts with fees over 30 days old)  
 1 account has fee charges of \$8,122.00 - 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 \$11,051.00 starting from 12/1/18  
 Total Delinquent = \$22,481.00

<u>Reserve Expenditures - YTD 8/31/20</u>	<u>To Reserves YTD 8/31/20</u>
Replacement Reserve	\$ 226,049
Maintenance Reserve	12,716
Insurance/Legal	<u>9,210</u>
Total	\$ 247,975
	\$196,985



**MUTUAL 19B – WEDNESDAY, SEPTEMBER 30, 2020**

Invoice List : Upon motion duly made and seconded, the board agreed,

To approve payment of the following Invoice (s):

**\$670.00** Metro Elevator Inspection Services (Invoice# 082820A)- Elevator Inspection fee for Buildings 91,93 and 94. Date of Occurrence: 08/28/2020.  
Resolution # , 09/30/2020

**\$860.00** Metro Elevator Inspection Services- (Invoice #082720A)- Elevator inspection fee for buildings 88,89,90 and 92. Date of Occurrence: 08/27/2020.  
Resolution # , 09/30/2020

**\$1,084.48** LWMC (Invoice #178861)- For paint touch up and repairs to building 92 for nail pops on 3<sup>rd</sup> floor in the ceiling. Date of occurrence: 07/24/2020.  
Resolution # , 09/30/2020

**\$1,329.32** LWMC (Invoice #178520)- For the painting of the fire door at building 94. Scraped paint off, sanded the door, primed, and applied two coats of paint. Date of occurrence: 07/17/2020.  
Resolution # , 09/30/2020

ok **\$1,360.00** McFall & Berry (Invoice #IN207364)- For the proposal approved to install Delaware Valley White Azaleas, Green Mountain Boxwoods around building 91 and to remove 2 Azaleas from center rear of the building. Date of occurrence: 08/28/2020.  
Resolution # , 09/30/2020

**\$2,275.00** Dormakaba (Invoice #566785)- For the Annual maintenance billing for service through 07/01/2020-06/30/2021 for the automatic doors in all seven buildings. Date of Occurrence: 07/09/2020.  
Resolution # , 09/30/2020

**\$2,337.30** Chute Master (Invoice #21021155)- For the cleaning of trash chutes, dumpsters in all seven buildings. Date of Occurrence: 08/18/2020.  
Resolution # , 09/30/2020

**\$9,532.00** R.V. Carey's (Invoice #SD9397)- For removing all cast-iron pipe that was exposed due to blockage consistently and pipe from multiple spots of damaged/open pipes from cracking or pieces missing at 15201 Elkridge Way. Date of Occurrence: 09/21/2020.  
Resolution # , 09/30/2020

**MUTUAL 19B – WEDNESDAY, SEPTEMBER 30, 2020**

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

To approve payment of the following **insurance claim:**

**\$659.98** **A&A Restoration-** For the clean-up at 15201 Elkridge Way from a leak in the common hallway ceiling near unit 93-2D. Date of occurrence: 09/08/2020.

**Resolution # , 09/30/2020**

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

To approve payment of the following **insurance claim:**

**\$4,466.94** **A&A Restoration-** For the clean-up at 15311 Beaverbrook Court from the guest bathroom toilet leaking and clogged. Water damage clean-up, carpet installed in 1D and removed/installed vanity in 2D. Date of occurrence: 09/04/2020.

**Resolution # , 09/30/2020**

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

To approve payment of the following **insurance claim:**

**\$5,000.00** **A&A Restoration-** For the clean-up at 15201 Elkridge Way from the backed up kitchen sink and flooded unit 93-1B. Date of occurrence: 08/31/2020.

**Resolution # , 09/30/2020**



**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
 Mutual Revenue And Expense Statement  
 08/31/2020

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
118,551	118,551	0	948,408	948,408	0
2,572	2,814	(242)	25,079	22,512	2,567
45	0	45	660	0	660
9,538	0	9,538	247,975	0	247,975
<u>(24,064)</u>	<u>(24,314)</u>	<u>250</u>	<u>(196,985)</u>	<u>(194,506)</u>	<u>(2,479)</u>
106,643	97,051	9,592	1,025,137	776,414	248,723
88	88	1	700	704	4
0	0	0	4,250	4,250	0
0	175	175	3,460	1,400	(2,060)
4,464	4,687	223	36,377	36,600	223
260	275	15	2,096	2,200	104
520	933	413	4,160	7,464	3,304
0	0	0	270	0	(270)
<u>394</u>	<u>0</u>	<u>(394)</u>	<u>1,437</u>	<u>0</u>	<u>(1,437)</u>
5,725	6,158	433	52,750	52,618	(132)
3,116	2,500	(616)	21,811	20,000	(1,811)
1,591	1,591	0	12,726	12,728	2
874	167	(707)	3,287	1,336	(1,951)
0	111	111	0	888	888
103	292	189	771	2,336	1,565
0	333	333	1,817	2,664	847
0	250	250	3,199	2,000	(1,199)
0	33	33	0	264	264
6,940	480	(6,460)	6,940	3,840	(3,100)
4,364	1,167	(3,197)	10,999	9,336	(1,663)
<u>181</u>	<u>182</u>	<u>1</u>	<u>1,448</u>	<u>1,456</u>	<u>8</u>
17,168	7,106	(10,062)	62,997	56,848	(6,149)
1,725	2,160	435	21,458	24,480	3,022
0	316	316	0	2,528	2,528
8,502	9,747	1,245	102,037	110,470	8,433
0	(81)	(81)	0	(648)	(648)
<u>12,004</u>	<u>14,462</u>	<u>2,458</u>	<u>72,951</u>	<u>81,512</u>	<u>8,561</u>



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 08/31/2020

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
22,231	26,604	4,373	196,446	218,342	21,896
0	167	167	122	1,336	1,214
340	167	(173)	2,380	1,336	(1,044)
340	334	(6)	2,502	2,672	170
45,464	40,202	(5,262)	314,696	330,480	15,785
0	0	0	223,725	0	(223,725)
0	0	0	2,324	0	(2,324)
110	0	(110)	2,650	0	(2,650)
595	0	(595)	1,335	0	(1,335)
0	0	0	432	0	(432)
791	0	(791)	2,092	0	(2,092)
125	0	(125)	5,439	0	(5,439)
0	0	0	769	0	(769)
7,916	0	(7,916)	9,210	0	(9,210)
9,538	0	(9,538)	247,975	0	(247,975)
7,444	7,094	(350)	59,334	56,748	(2,586)
2,783	2,715	(68)	21,338	21,724	386
2,078	2,226	148	17,144	17,808	664
0	(170)	(170)	482	(1,361)	(1,843)
148	143	(5)	1,188	1,142	(46)
37	(158)	(195)	(631)	(1,258)	(627)
668	300	(368)	7,422	2,404	(5,018)
1,552	1,552	0	12,415	12,415	0
1,818	1,745	(73)	14,250	13,961	(289)
12,283	12,306	23	98,265	98,448	183
1,187	1,079	(108)	8,943	8,637	(306)
5,344	5,300	(44)	41,117	42,405	1,288
520	571	51	4,676	4,570	(106)
816	951	135	7,978	7,612	(366)
167	151	(16)	2,227	1,210	(1,017)
26	27	1	208	220	12
248	248	0	1,982	1,982	0
4,683	4,683	0	37,464	37,464	0
130	130	0	1,042	1,042	0
TOTAL UTILITY EXPENSES			TOTAL UTILITY EXPENSES		
OTHER EXPENSES			OTHER EXPENSES		
01 Activities			01 Activities		
Bad Debt			Bad Debt		
TOTAL OTHER EXPENSES			TOTAL OTHER EXPENSES		
TOTAL OPERATING EXPENSES			TOTAL OPERATING EXPENSES		
RESERVE EXPENSES			RESERVE EXPENSES		
01 RR Concrete			01 RR Concrete		
06 RR Elevator			06 RR Elevator		
03 MR Electrical			03 MR Electrical		
05 MR Plumbing			05 MR Plumbing		
08 MR HVAC			08 MR HVAC		
10 MR Other			10 MR Other		
12 MR Building Maint			12 MR Building Maint		
21 MR Elevators			21 MR Elevators		
01 ILR Insurance/Legal			01 ILR Insurance/Legal		
TOTAL RESERVE EXPENSES			TOTAL RESERVE EXPENSES		
COMMUNITY FACILITIES			COMMUNITY FACILITIES		
10 Administration			10 Administration		
20 Education & Recreation			20 Education & Recreation		
21 Club House II			21 Club House II		
22 LW News			22 LW News		
25 Food Service			25 Food Service		
30 Medical Center			30 Medical Center		
40 PPD Management			40 PPD Management		
41 Grounds			41 Grounds		
43 Trash			43 Trash		
58 TV			58 TV		
60 Transportation			60 Transportation		
65 Security			65 Security		
70 Street Lights			70 Street Lights		
80 Golf Course			80 Golf Course		
81 Pro Shop			81 Pro Shop		
85 Comm Call System			85 Comm Call System		
90 Snow Reserve			90 Snow Reserve		
92 Prop Maint Rsv			92 Prop Maint Rsv		
93 Contg Rsv			93 Contg Rsv		

**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
**Mutual Revenue And Expense Statement**  
**08/31/2020**

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
1,283	1,283	0	7100	10,265	10,265	0
0	624	624	7100	0	4,988	4,988
38	38	0	7100	302	302	0
<u>43,254</u>	<u>42,838</u>	<u>(416)</u>		<u>347,410</u>	<u>342,728</u>	<u>(4,682)</u>
			TOTAL COMMUNITY FACILITIES			
			MUTUAL OPERATING			
5,325	4,884	(441)	7600	42,441	39,069	(3,372)
4,806	4,806	0	7600	38,443	38,443	0
334	0	(334)	7600	2,338	0	(2,338)
186	277	91	7600	1,707	2,214	507
3,817	3,817	0	7600	30,541	30,541	0
223	63	(160)	7600	1,726	501	(1,225)
297	0	(297)	7600	2,264	0	(2,264)
148	0	(148)	7600	1,410	0	(1,410)
0	0	0	7600	742	0	(742)
297	0	(297)	7600	1,559	0	(1,559)
74	0	(74)	7600	1,113	0	(1,113)
0	223	223	7600	0	1,781	1,781
<u>15,506</u>	<u>14,070</u>	<u>(1,436)</u>		<u>124,283</u>	<u>112,549</u>	<u>(11,734)</u>
			TOTAL MUTUAL OPERATING			
<u>113,762</u>	<u>97,110</u>	<u>(16,652)</u>		<u>1,034,363</u>	<u>785,757</u>	<u>(248,606)</u>
<u>(7,120)</u>	<u>(59)</u>	<u>(7,061)</u>		<u>(9,226)</u>	<u>(9,343)</u>	<u>117</u>
			INCOME/DEFICIT			



MUTUAL 19B  
CASH INVESTMENTS  
August 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							118,866.13	118,866.13
<b>MONEY MARKET</b>								
ATLANTIC UNION BANK	0.26%						50,089.94	50,089.94
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
ATLANTIC UNION BANK	0.26%			0.00	69,644.73	12,783.52		82,428.25
AXOS BANK	0.40%			60,328.21				60,328.21
PACIFIC NATIONAL BANK	1.19%			99,907.52	125,299.65	16,919.38		242,126.55
<b>CERTIFICATES OF DEPOSIT</b>								
STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	107,732.22				107,732.22
SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	164,090.39				164,090.39
SANDY SPRING BANK *	2.47%	150,000.00	03/13/2021	153,441.72				153,441.72
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	106,338.52				106,338.52
BANK OZK	0.99%	155,357.73	07/17/2022	155,357.73				155,357.73
SANDY SPRING BANK *	2.13%	53,210.81	02/10/2023	53,777.60				53,777.60
CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,070.54				111,070.54
<b>DUE TO FROM:</b>				1,333.46	(182.80)	525.36	(1,676.02)	
<b>TOTAL</b>				<b>1,640,414.52</b>	<b>194,761.58</b>	<b>30,228.26</b>	<b>167,280.05</b>	<b>2,032,684.41</b>

\* REVERE BANK IS ACQUIRED BY SANDY SPRING



# General Manager's Report

**August 2020**

August 19, 2020

## Community Financials

For the period ending July 31, 2020, net operating expenses were \$64,700 over budget.

Year-to-date net operating expenses were \$484,200 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.

The budget forum will be held on September 9th at 3pm via Zoom.

Residents are encouraged to email questions/comments to [2021Budget@LWMC.com](mailto:2021Budget@LWMC.com).

## 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

### 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.