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

#### VIA ZOOM

Meeting ID: 839 3029 5861 Passcode: 3555 DIAL-IN: 301-715-8592

#### **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</u>
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 – July 28, 2021 Board Meeting Minutes (Attachment)	1-5
5.	Unit Owners and Residents Open Forum	
ŝ.	Treasurer's Report (Attachment)	6-7
	a. Invoices (Attachment)	8
	b. CD Activity Approvals	9
7.	Unfinished Business –	
	a. Status of 19-BEE Newsletter	
	b. Status of Insurance Coverage	
	c. Status of Rebuilding Building 91	
	d. Window Washing Status	
	e. Status of Trash Door Replacement (Bldg.#90)	10
	f. Reserve Study Update	
	g. Resales Fee Resolution (Attachment)	11
	h. Elevator Replacement Plan (Attachment)	12-33
	i. Bylaw Amendment Update	
3.	New Business –	
	a. ABM Approvals (Attachment)	34-38
	b. Budget for 2022	
	c. McFall & Berry Proposal (Attachment)	39
9.	Correspondence	
LO.	Leisure World Board of Directors and Advisory Committee Reports	
11.	Building Representatives	
.2.	Regular Meeting Date – Wednesday, September 28, 2021 – 1:00 P.M.	
.3.	Adjournment	4

# REGULAR MEETING - BOARD OF DIRECTORS COUNCIL OF UNIT OWNERS OF MUTUAL 19-B CONDOMINIUM OF ROSSMOOR, INC. ZOOM CONFERENCE - 1:00 P.M. WEDNESDAY, July 28, 2021

Res. #15-27

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, July 28, 2021, 1:00p.m.

**Directors Present:** 

Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita

Mastrorocco, Secretary; John Barr, Director; Regina Goldsborough, Director; Clayton

Lewis, Director.

Management:

Crystal Castillo, Assistant General Manager of Support Services; Cierra

Coleman, Mutual Assistant

Visitors:

Virginia Austin, Jane Gervais, JoAnn Grant,

- 1. Call to Order - Mr. Benefiel called the meeting to order at 1:00 p.m.
- Approval of the Agenda The agenda was approved, as written. 2.
- 3. General Manager's Report - Ms. Castillo presented the July 2021 General Manager's report. All questions and comments were responded to by Ms. Castillo.
- 4. Approval of June 30, 2021, Regular Board Meeting Minutes – The June 30, 2021, regular Board meeting minutes were approved as distributed for the Board's review.
- <u>Unit Owner's and Resident's Open Forum</u> Mr. Benefiel reported a concern from Mr. 5. Sorkin regarding a dead tree branch. This item has been forwarded to the Landscaping Committee. Mr. Sorkin will provide advanced notice of when he will attend Board meetings so that an interpreter can be arranged in time. Mr. Dunn stated that there is another hearing-impaired resident that may need an interpreter and suggested that an email be sent to Mr. Sorkin and Ms. Hon to inquire if arrangements need to me made prior to a Board meeting. Mr. Lewis commented that his water leak issue has not been resolved.

- 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:
\$2,406.00	McFall & Berry Invoice #210211 - Supply & Install 2021 Summer
	Annuals. Bill dated 6/22/2021.
	Resolution # 15, 7/28/2021
\$1,067.00	<u>Dynaletric Invoice #38799</u> – Quarterly Inspection. Bill dated
	6/28/2021.
	Resolution #16 ,7/28/2021
\$1,495.00	McFall & Berry Invoice #210324 — Planting at 15311 Beaverbrook
	Court, Bldg. 90. Bill dated 6/29/2021.
	Resolution #17,7/28/2021
1,268.00	McFall & Berry Invoice #210323 — Plantings completed at Buildings 88
	89, and 90. Bill dated 6/29/2021.
	Resolution #18, 7/28/2021
\$2,275.00	<u>Dormakaba Invoice #611713</u> – Annual Maintenance billing. Bill dated
	7/09/2021.
-	Resolution #19 , 7/28/2021
\$6,164.00	McFall & Berry Invoice #210821 – Partial payment for 2021
	Recommended Turfcare. Proposal L20413-MA. Bill dated 07/20/2021.
	Resolution #20 , 7/28/2021
\$1,168.65	Chute Master Invoice #21021155 — Trash chute & compactor cleaning
	as per proposal #KF34799. Bill dated 08/18/2020.
	Resolution #21 , 7/28/2021
\$1,050.00	DHCA Invoice #INV202216522 — Annual Fee. Bill dated 07/02/2021.
	Resolution #22 , 7/28/2021

b. Liens - Upon motion duly made, the Board agreed,

To approve to contact legal counsel about the lien on M19B 910089 002H 01.

Resolution #23, 7/28/2021

<u>Insurance</u> – The Board discussed the new insurance deductible policy. Mr. Benefiel requested to defer this topic to next month's meeting. At that time, Mr. Dunn will suggest an idea that the Board can decide on.

#### 7. Unfinished Business -

- a. Surveillance Cameras No report at this time.
- b. <u>Bylaw Amendments</u> Mr. Gervais reported that the Committee met and discussed adding a smoking ban in the bylaws. Current residents would be grandfathered in. The Committee also contacted legal counsel for advisement. Mr. Gervais requested to seek the Board's opinion for discussion.
- c. <u>Elevator Replacement Plan</u> Mr. Gervias contacted has Schindler and was informed that a rep. by the name of Kyle will be testing buildings 88,89 and 90. He will receive a report once the survey is complete. It was suggested to add building 91. They will speak with the service representative.
- d. Mutual 19-BEE Newsletter Upon motion duly made, the Board agreed,

To approve three additional newsletters at an estimated cost of \$200-250 by Marcia Fletcher. The Edition dates for 2021 are July- August, September – October and November – December.

#### Resolution #24, 7/28/2021

To approve to rescind resolution #11 6/30/2021 and to substitute with resolution #25 7/28/2021.

#### Resolution #25, 7/28/2021

e. Status of the Rebuilding of Building #91 – Ms. Austin reported that she was informed that once they receive the permit and start working on the building, it will be approximately 8 months until residents in building 91 will be able to move back into the building.

- f. Status of Trash Door Replacement Building 90 Mr. Gervais reported that Ovation will be replacing the door at building 90 however, no one has been able to get in contact with the company for a status. Mr. Shields from PPD is assisting with this. The replacement deposit of \$1000.00 has been paid for. This item will be revisited at the August meeting.
- g. <u>Window Washing Proposal</u> An Action without a Meeting was approved from the Board for E&R Services at a cost of \$5,555.00 as stated on the proposal. Mr. Benefiel is waiting on a start date.

#### 8. New Business -

- a. <u>Status of M19B 910089 002H 01 Delinquency</u> This item was voted and approve to contact attorney for this account.
- b. Reserve Study Proposal Upon motion duly made, the Board agreed,

To accept the reserve study proposal from Reserve Advisors in the amount of \$4,800.00 for a full reserve study of Mutual 19B.

#### Resolution #26 7/28/2021

To approve to seek advisement from accounting to transfer money but budget for the reserve study, then to make payment in the amount of \$2400.00 to Reserve Advisors for the retainer fee from the account allocated.

#### Resolution #27 7/28/2021

- c. <u>Resales Fee</u>— Mr. Benefiel forwarded a resales fee letter from Mr. Jordan to the Board for review. The letter is regarding increasing the resales fee from 2% to 3%. This item will be revisited for further discussion and vote at the August meeting.
- d. <u>Painting Needed</u> The Board discussed the responsibility of a resident's request to paint the balcony. The Board referenced the Who Pays Document that states this request is resident responsibility based on the balcony is now enclosed.

#### 9. Correspondence –

a. Claire Simons – Ms. Simons emailed Mr. Gervaise regarding electrical problems with Neighboring Unit 92-2K (Alder). Ms. Simons is the owner of 92-2 J and the resident is Patricia Quigg-Lee. Ms. Lee does not feel safe in her unit based on electrical conditions in the neighbor's unit. The Board discussed Ms. Lee's concerns and possibly speaking with Ms. Adler.

- 10. <u>Leisure World Board of Directors and Advisory Committee Reports</u> Mr. Barr spoke about the gate access system has been tested by the Alpha Group is working successfully. The transition for the window stickers will be a year. Leisure World ID, Drivers License, Proof of Insurance and Registration will be required for a window sticker or RFID.
  - a. Restaurant New staff has been hired and the committee approved their budget.
  - b. <u>Pickle Ball</u> The committee is looking to install cameras so members can look at the court from their units.
  - c. <u>E&R</u> Clubhouse 2 will begin showing movies in the auditorium.
- 11. <u>Building Representatives</u> All questions and comments were addressed by the Mutual Board of Directors.
- 12. Monthly Meeting Date The next monthly meeting date is Wednesday, August 25, 2021 1:00p.m.
- 13. Adjournment 3:30 p.m.

Rita M. Mastrorocco, Secretary

# Mutual 19B - August 25, 2021 - Regular Monthly Meeting (Hybrid)

# Treasurer's Report

Balance Forward - 7/1/21 Total Receipts - July Total Disbursements - July Balance - 7/31/21	\$ 110,857.1 136,191.5 (113,937.9 \$ 133,110.8	59 96)
Net Operating Expenses Year To Date - 7/31/21 Month of July - 2021	\$ 2,584 \$ 1,808	Under Budget Over Budget
Cash Investments Replacement Reserve Maintenance Reserve Insurance Deductible Reserve Other Total	7/31/21 \$1,781,847.47 224,829.80 25,663.98 201,383.21 \$2,233,724.46	1/1/21 \$1,691,183 202,073 22,691 170,941 \$2,086,888

# Delinquent Report (as of August 16, 2021)

- -10 accounts (not from Bldg. #91) have charges of \$5,489.00 (\$2,887.00 of the \$5,489.00 are current charges from 6 accounts) (\$2,602 left, \$642 from 3 > 30 days, \$642 from 3 > 60, \$1,318 from 5 > 90)
- -There are 8 accounts from Bldg. #91 totaling \$25,906.00.
- -1 account (Bldg. #89) has fee charges of \$14,836.00 from 10/1/19
- -1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20
- -1 Bldg. \$93 account owed \$16,151 from 12/1/18. Foreclosure was on 3/1/21. \$3,063 amount due from new owner paid. Remainder of \$13,088 to be written off.

Total Delinquent = \$47,060.00

Reserve Expenditures - Y	TD 7/31/21	To Reserves YTD 7/3	1/21
Replacement Reserve	\$ 23,157		
Maintenance Reserve	13,651		
Insurance/Legal	0		
Total	\$ 36,808	\$161,575	

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B Mutual Revenue And Expense Statement 07/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

08/17/2021 7:15 AM

8,095 (11,186) (7,655) 581 (329) 104 (200) 2,891 (250) 23,331 (1,215) (6,914)(7,660)(1,043)VARIANCE 11,523) 36,808 2,050 28,039 (144)(100) 2,657 1,335 231 3,360 13,384 2,142 NTD 97,960 (11,186) 72,823 (1,043)616 30,947 46,019 22,320 22,638 163,625) 1,169 11,403 1,169 2,044 1,750 3,360 8,169 1,309 55,874 693,994 334,981 581 6,531 231 ACTUAL (161,575) 36,808 613 31,276 1,821 200 3,640 250 1,313 43,362 12,618 1,269 2,1348,664 15,829 42,490 20,178 89,865 80,478 11,115 722,033 1,267 834.981 TOTAL ADMINISTRATIVE EXPENSES ransfers From Funded Reserve ADMINISTRATIVE EXPENSES ransfers To Funded Reserves TOTAL BUILDING EXPENSES Common Ownership Fee Property Mgmt Services Miscellaneous 10 F/A Inspections 02 Grounds Landscaping 06 General Maintenance 01 Elevator Contract 02 Elevator Overtime 03 Elevator Inspections 05 Sprinkler Contract 06 Repair Sprinkler,F/A BUILDING EXPENSES 07 Fire Marshll, Permit 96 Electric Pr Yr CA 99 Electric Master 97 Electric Pr Yr MM 99 Water 01 Insurance Property 98 Electric Com Area 03 Insurance Fidelity 02 Legal Lien Filings UTILITY EXPENSES ncome Taxes *TOTAL INCOME* Interest Income Pest Control Telephone Interpreter Assessments ate Fees NCOME Audit 6112 6115 6118 6118 6119 6120 6125 6202 6204 6204 6204 6209 5114 5200 5800 6117 6138 6214 6301 6301 6301 6303 5111 6211 6211 6211 6211 2,921 (1,598) 3,876 83 (47) 3,333 22 (149) (1,671)(621)(156)(734)(6,402)VARIANCE 20,554 314 292 250 480 (10,166)19,302 167 2,520 (149) 11,060 (1,598) 15,707 MONTHLY (23,375)3,234 83 275 933 3,333 1,629 167 292 292 333 250 250 33 480 7,982 1,167 BUDGET 5,967 119,283 99,142 167 187 CURRENT PERIOD 8,139 20,554 4,468 1,803 11,333 14,384 2,498 11,831 1,563 23,061) 520 788 6,123 1,067 181 ACTUAL 19,283 118,444

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

08/17/2021 7:15 AM

TOTAL UTILITY EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  TOTAL OPERATING EXPENSES  TOTAL RESERVE EXPENSES	TOTAL UTILITY EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  TOTAL OTHER EXPENSES  TOTAL OTHER EXPENSES  TOTAL OPERATING EXPENSES  TOTAL OPERATING EXPENSES  TOTAL OPERATING EXPENSES  RESERVE EXPENSES  TOTAL OPERATING EXPENSES  RESERVE EXPENSES  TOTAL OPERATING EXPENSES  RESERVE EXPENSES  ON RR Concrete  1.787  ON RR Concrete  ON RR Concrete  1.787  ON RR Concrete  ON RR Control  ON RR Concrete  ON RR Control	TOTAL UTILITY EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTHER EXPENSES  OTActivities  Bad Debt  TOTAL OTHER EXPENSES  TOTAL OTHER EXPENSES  TOTAL OPERATING EXPENSES  RESERVE EXPENSES  TOTAL OPERATING EXPENSES  RESERVE EXPENSES  OTHER Roots  SAR Bounts  SAR Bounts  OTHER EXPENSES  TOTAL OTHER EXPENSES  TOTAL OTHER EXPENSES  RESERVE EXPENSES  SAR Bounts	VARIANCE
OTHER EXPENSES         1,169           Bad Debt         4,002         4,669           TOTAL OTHER EXPENSES         4,002         5,838           TOTAL OTHER EXPENSES         280,375         288,605           TOTAL OPERATING EXPENSES         280,375         288,605           TOTAL OPERATING EXPENSES         3515         0           10 RESERVE EXPENSES         15,865         0           10 RR Concrete         1,386         0           12 RR Poors         1,386         0           15 RR Doors         1,386         0           16 MR Plumbing         1,386         0           16 MR Plumbing         1,787         0           16 MR Plumbing         1,786         0           16 MR Plumbing         4         0           16 MR Plumbing         4         0           16 MR Plumbing         4         0           10 MR Other         1,786         0           10 MR Other         1,795         0           20 MR Doyler Vents         1,20         0           21 MR Elevators         1,20         0           22 MR Repair Wall Crack         2,60         0           23 MR Repair Wall Crack         1,20 </td <td>OTHER EXPENSES         0         1,169           Bad Debt         4,002         4,669           TOTAL OTHER EXPENSES         4,002         5,838           TOTAL OPERATING EXPENSES         280,375         288,605           TOTAL OPERATING EXPENSES         3,515         0           TOTAL OPERATING EXPENSES         3,515         0           TOTAL OPERATING EXPENSES         3,515         0           10 RR Concrete         15,565         0           11 RR Plumbing         1,787         0           12 RR Doors         1,787         0           13 RR Plumbing         2,284         0           04 MR Diversionage         2,284         0           05 MR Plumbing         2,284         0           08 MR HAAC         1,787         0           09 MR Gutters         1,787         0           10 MR Other         1,787         0           20 MR Dyer Vents         1,207         0           21 MR Elevators         1,207         0           22 MR Doers &amp; Windows         1,207         0           23 MR Repair Wall Crack         1,207         0           24 MR Doors &amp; Windows         1,004         0</td> <td>OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES TOTAL OPERATING EXPENSES TOTAL RESERVE EXPENSES TOTAL OPERATION TOTAL OPERA</td> <td>5,073</td>	OTHER EXPENSES         0         1,169           Bad Debt         4,002         4,669           TOTAL OTHER EXPENSES         4,002         5,838           TOTAL OPERATING EXPENSES         280,375         288,605           TOTAL OPERATING EXPENSES         3,515         0           TOTAL OPERATING EXPENSES         3,515         0           TOTAL OPERATING EXPENSES         3,515         0           10 RR Concrete         15,565         0           11 RR Plumbing         1,787         0           12 RR Doors         1,787         0           13 RR Plumbing         2,284         0           04 MR Diversionage         2,284         0           05 MR Plumbing         2,284         0           08 MR HAAC         1,787         0           09 MR Gutters         1,787         0           10 MR Other         1,787         0           20 MR Dyer Vents         1,207         0           21 MR Elevators         1,207         0           22 MR Doers & Windows         1,207         0           23 MR Repair Wall Crack         1,207         0           24 MR Doors & Windows         1,004         0	OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES OTHER EXPENSES TOTAL OPERATING EXPENSES TOTAL RESERVE EXPENSES TOTAL OPERATION TOTAL OPERA	5,073
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15 RR Roofs 3 RR Boors 03 MR Electrical 04 MR Drainage- 05 MR Plumbing 09 MR Pulmbing 09 MR Gutters 10 MR Other 12 MR Building Maint 20 MR Dryer Vents 21 MR Elevators 22 MR Repair Wall Crack 24 MR Doors & Windows  TOTAL RESERVE EXPENSES 36,808 06 07 07 08 08 08 08 09 09 09 09 09 09 09 09 09 09 09 09 09	15 RR Roofs 3 5 RR Doors 0 3 MR Electrical 0 4 MR Drainage- 0 5 MR Plumbing 0 8 MR HVAC 0 9 MR Gutters 1 0 MR Other 1 1 MR Gutters 1 1 MR Building Maint 2 2 MR Dyor's Windows 2 1 MR Repair Wall Crack 2 4 MR Doors & Windows 2 2 MR Doors & Windows 3 6,808 2 5 608 2 5 COMMUNITY FACILITIES 2 1 Club House II 1,076 2 1 Wows 2 1 Works 3 0 Medical Center 4 1 Grounds 4 1 1,157 4 1 Trash 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	15 RR Roofs 35 RR Poors 03 MR Electrical 04 MR Drainage 05 MR Plumbing 06 MR Plumbing 07	(15,565) 6900
35 RR Doors 03 MR Electrical 04 MR Drainage- 05 MR Plumbing 08 MR HVAC 09 MR Gutters 10 MR Other 12 MR Building Maint 20 MR Dyer Vents 21 MR Elevators 23 MR Repair Wall Crack 24 MR Doors & Windows 25 MR Ecreation 26 MR Dyer Vents 21 MR Elevators 23 MR Repair Wall Crack 24 MR Doors & Windows 25 Food Community FACILITIES 26 Education & Recreation 27 Community FACILITIES 27 Club House II 28 See See See See See See See See See Se	35 RR Doors       03 MR Electrical     1,787     0       04 MR Drainage-     276     0       05 MR Plumbing     48     0       06 MR Plumbing     48     0       08 MR HVAC     1,795     0       09 MR Gutters     1,795     0       10 MR Other     1,203     0       20 MR Building Maint     94     0       20 MR Chels     120     0       21 MR Elevators     120     0       23 MR Repair Wall Crack     47     0       24 MR Doors & Windows     1,207     0       COMMUNITY FACILITIES     36,808     0       COMMUNITY FACILITIES     36,808     0       COMMUNITY FACILITIES     336,808     52,668       20 Education & Recreation     17,553     19,950       21 LW News     1,076     (336)       22 LW News     1,076     888       30 Medical Center     3,006     2,296       41 Grounds     11,151     11,157       43 Trash     12,890	35 RR Doors 03 MR Electrical 04 MR Drainage- 05 MR Plumbing 06 MR Plumbing 08 MR HVAC 09 MR Gutters 10 MR Building Maint 12 MR Building Maint 12 MR Building Maint 12 MR Building Maint 12 MR Building Maint 13 MR Elevators 14 MR Doors & Windows 15 MR Repair Wall Crack 16 MR Doors & Windows 17 MR Elevators 17 MR Elevators 18 MR Repair Wall Crack 19 MR Doors & Windows 17 MR Elevators 10 Administration 17 MR Elevators 17 MR Elevato	
04 MR Drainage       276         05 MR Plumbing       2,284         05 MR Plumbing       48         08 MR HVAC       1,795         09 MR Gutters       1,795         10 MR Other       2,632         20 MR Building Maint       2,632         20 MR Building Maint       94         20 MR Building Maint       1,207         20 MR Building Maint       0         21 MR Elevators       1,207         23 MR Repair Wall Crack       47         24 MR Doors & Windows       0         TOTAL RESERVE EXPENSES       36,808         COMMUNITY FACILITIES       36,808         10 Administration       17,553         20 Education & Recreation       16,217         21 Club House II       1,076         22 LW News       1,058         25 Food Service       1,058         30 Medical Center       3,006         40 PPD Management       11,157         11,157       11,157	04 MR Drainage- 05 MR Plumbing 08 MR HVAC 09 MR Gutters 10 MR Gutters 10 MR Gutters 11 MR Gutters 12 MR Building Maint 12 MR Building Maint 12 MR Building Maint 12 MR Building Maint 12 MR Elevators 13 MR Repair Wall Crack 23 MR Repair Wall Crack 24 MR Doors & Windows 23 MR Repair Wall Crack 24 MR Doors & Windows 25 MR Recreation 26 MR Doors & Windows 25 MR Repair Wall Crack 26 MR Coord Script Coord	04 MR Drainages       05 MR Plumbing       05 MR Plumbing       06 MR Plumbing       08 MR HVAC       09 MR Gutters       10 MR Other       12 MR Building Maint       20 MR Dryer Vents       21 MR Elevators       21 MR Elevators       22 MR Dryer Vents       23 MR Repair Wall Crack       24 MR Doors & Windows       10 Administration       10 Administration       22 LW News       25 Food Service       26 Education & Recreation       27 Club House II       28 Food Service       30 Medical Center       41 Grounds       42 Trash       58 TV       65 Servicity       65 Servicity       66 Transportation       77 19       77 19       77 19       77 19       77 19       77 19       77 19       77 19       77 19       77 21       65 Servicity	0069 0
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1,795 09 MR Gutters 10 MR Cutters 10 MR Building Maint 2,632 10 MR Building Maint 20 MR Dryer Vents 21 MR Elevators 23 MR Repair Wall Crack 24 MR Doors & Windows 25 MR Repair Wall Crack 24 MR Doors & Windows 25 MR Repair Wall Crack 26,808 26,808 3	1,795 09 MR Cutters 10 MR Cutters 12 MR Building Maint 20 MR Dryer Vents 21 MR Elevators 21 MR Elevators 22 MR Repair Wall Crack 24 MR Doors & Windows 25 MR Repair Wall Crack 25 MR Repair Wall Crack 26 MR Doors & Windows 27 MR Elevators 27 MR Elevators 28,808 00 00 00 00 00 00 00 00 00 00 00 00	1,795 00 MR Gutters 10 MR Gutters 11 MR Building Maint 20 MR Dryer Vents 21 MR Elevators 23 MR Repair Wall Crack 24 MR Doors & Windows 1,207 24 MR Doors & Windows 1,207 25 MR Elevators 26 MR Dryer Vents 27 MR Elevators 28,808 28,808 29 MR Doors & Windows 20 MR Doors & Windows 20 Education & Recreation 20 Education & Recreation 21 Club House II 22 LW News 25 Food Service 30 Medical Center 41 Grounds 43 Trash 46 Grounds 57,718 66 Transportation 77,719 77,719 67 Gransportation 77,719 77,719 77,719 77,719 77,719	(2,284) 6900
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120 0 0   1,207	120 0 0   1,207 0 0   1,207 0 0   1,207 0 0   1,207 0 0   1,207 0 0   1,207 0 0   1,207 0 0   1,208   1,058	120 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(190) 6900
Crack	Crack	Crack	
indows 47 0 indows 36,808 0 SILTIES 53,685 52,668 ECREATION 16,217 16,478 1,076 (336) 1,058 868 (148) (385) Thirties 19,950 1,076 (336) 1,058 868 1,058 868 1,058 868 1,058 11,157	indows 47 0 indows 36,808 0 SILITIES 53,685 52,668 17,553 19,950 1,076 (336) 1,058 868 (148) (385) 1,058 868 (148) (385) 1,151 11,157 11,157	indows  indows  EEXPENSES  S6,808  OLITIES  S1,685  52,668  17,553  19,950  1,076  1,076  1,076  1,058  868  (148)  (148)  (2,296  11,157  12,691  12,691  12,691  12,800  87,318  88,718  7,721  35,365	0069 0
E EXPENSES 36,808 0  CILITIES 53,685 52,668  Ecreation 16,217 16,478  1,076 (336)  1,058 868  (148) (385)  The state of th	E EXPENSES 36,808 0  CILITIES 53,685 52,668  Ecreation 17,553 19,950  1,076 (336)  1,058 868  (148) (385)  rent 11,157  12,691 12,880	E EXPENSES 36,808 0  SILITIES 53,685 52,668  Becreation 16,217 16,478  1,076 (336)  1,058 868  (148) (385)  rent 3,006 2,296  11,151 11,157  12,691 12,880  87,318 88,718  7,719 7,721	0069 0
SILITIES 53,685 52,668 ecreation 17,553 19,950 1,076 (336) 1,058 868 (148) (385) 1,1157	Ecreation 17,553 52,668 52,668 17,553 19,950 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 11,157 11,157 11,157	SILITIES 53,685 52,668 ecreation 17,553 19,950 17,553 19,950 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 1,058 868 (148) (385) 12,691 12,880 87,318 88,718 7,719 7,721	(20,554)
53,685 52,668 6,217 19,950 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 11,157	63,685 52,668 6,217 19,950 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 1,151 11,157 12,880	53,685 52,668 17,553 19,950 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 1,1,058 868 11,151 11,157 12,691 12,880 87,318 88,718 7,719 7,721	
ecreation 17,553 19,950 16,478 16,478 1,076 (336) 1,076 868 1,058 868 1,058 1,	ecreation 17,553 19,950 16,478 16,478 1,076 (336) 1,076 (388) 1,058 868 (148) (385) 11,157 11,157 11,157	ecreation 17,553 19,950 16,478 16,217 16,478 1,076 (336) 1,058 868 (148) (385) 19,006 2,296 11,151 11,157 12,691 12,880 87,318 88,718 7,719 7,721	80 7100
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(148) (389) 3,006 2,296 11,151 11,157	Unds	Unds  Under Unds  Under	
3,000 2,290	Management 5,000 2,290 11,157 11,157 11,157 sh	Nanagement 5,000 2,290 2	(55) 7100
41 Grounds	43 Trash 12,691 12,880	43 Trash 43 Trash 58 TV 60 Transportation 55 Security 65 Security	
	43 Trash	43 Trash 12,691 12,880 58 TV 87,318 88,718 17,719 7,721 65 Security 65 Security	1 7100
58 TV 88,718 V7.85			(10) 710

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2021

3701 Rossmoor Blvd. Silver Spring MD 20906

08/17/2021 7:15 AM

594         544         (50)         7100         70 Street Lights           371         1,035         664         7100         80 Golf Course           111         227         116         7100         80 Counse           183         185         1         7100         98 Counn Coll System           3,756         3,757         1         7100         99 Counn Coll System           1,284         1,283         (2)         7100         99 Conlight Rsv           867         8665         (2)         7100         99 Conlight Rsv           1,284         1,283         7600         98 Coll Rsv           42,131         43,588         1,457         TOTAL COMMUNITY FACILITIES           A2,131         43,588         1,457         TOTAL COMMUNITY FACILITIES           MUTUAL OPERATING         7600         98 Calary Adjustment           4,250         10         7600         42 Special Projects           0         0         7600         42 Special Projects           0         0         7600         52 After Hour's           56         113         57         7600         52 After Hour's           0         0         7600         52 After Ho	CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE			YTD	YTD BUDGET	VARIANCE
1,035 664 7100 227 116 7100 185 2 7100 185 2 7100 1,283 2 7100 263 263 7100 43,588 1,457  5,207 (193) 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 14,729 (28) (1,498) (1,808)	594	544	(20)	7100	70 Street Lights	4,082	3,808	(274)
227 116 7100 27 1 1 7100 185 2 7100 865 (2) 7100 263 263 7100 263 263 7100 43,588 1,457 200 89 7600 4,167 (83) 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 14,729 (21,110) 0 100,640 (21,110)	371	1,035	664	7100	80 Golf Course	4,193	7,245	3,052
27 1 7100 185 2 7100 865 (2) 7100 1,283 (1) 7100 263 2 7100 43,588 1,457 (193) 7600 200 89 7600 0 0 7600 14,729 (21,110) (1,498) (1,808)	111	227	116	7100	81 Pro Shop	1,262	1,589	327
185     2     7100       865     (2)     7100       1,283     (1)     7100       263     263     7100       43,588     1,457     7600       200     89     7600       4,167     (83)     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       14,729     (28)       (1,498)     (1,808)	26	27	-	7100	85 Comm Call System	182	189	7
3,757     1     7100       865     (2)     7100       1,283     (1)     7100       263     263     7100       43,588     1,457     7600       200     10     7600       4,167     (83)     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     7600     7600       14,729     (28)       100,640     (21,110)       100,640     (1,808)	183	185	2	7100	90 Snow Reserve	1,281	1,293	12
865     (2)     7100       1,283     (1)     7100       263     263     7100       43,588     1,457       5,207     (193)     7600       200     89     7600       4,167     (83)     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       0     0     7600       14,729     (28)       (1,498)     (1,808)	3,756	3,757	-	7100	92 Prop Maint Rsv	26,292	26,298	9
1,283 (1) 7100 263 263 7100 43,588 1,457 200 0 0 7600 4,167 (83) 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 14,729 (28) (1,498) (1,808)	867	865	(2)	7100	93 Contg Rsv	690'9	6,057	(12)
263 263 7100 43,588 1,457  5,207 (193) 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 0 7600 0 14,729 (28) (1,498) (1,808)	1,284	1,283	Ξ	7100	95 Repl Rsv	8,988	8,982	(9)
43,588       1,457         5,207       (193)       7600         4,950       10       7600         200       89       7600         4,167       (83)       7600         0       0       7600         0       0       7600         0       0       7600         0       0       7600         0       0       7600         14,729       (28)       7600         100,640       (21,110)       (21,110)         (1,498)       (1,808)       (1,808)	0	263	263	7100	98 Salary Adjustment	0	1,835	1,835
5,207 (193) 7600 10 Adm 4,950 10 7600 41 Grou 200 89 7600 42 Spec 200 89 7600 44 Com 4,167 (83) 7600 55 After 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 1100,640 (21,110) TOTAL	42,131	43,588	1,457		TOTAL COMMUNITY FACILITIES	299,038	305,109	6,071
5,207 (193) 7600 10 Adm 4,950 0 0 7600 42 Spec 200 89 7600 42 Spec 4,167 (83) 7600 52 After 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 1100,640 (21,110) TOTAL					MUTUAL OPERATING			
4,950 10 7600 41 Grou 200 89 7600 42 Spec 200 89 7600 42 Spec 4,167 (83) 7600 50 Janit 113 57 7600 52 After 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 100,640 (21,110) TOTAL	5.400	5,207	(193)	2600	10 Administration	38,772	36,449	(2,323)
200 0 7600 42 Spec 200 89 7600 44 Com 4,167 (83) 7600 50 Janit 0 0 7600 52 After 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 100,640 (21,110) TOTAL	4.940	4,950	10	2009	41 Grounds	34,580	34,650	70
200 89 7600 44 Com 4,167 (83) 7600 50 Janit 113 57 7600 52 After 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 100,640 (21,110) TOTAL	0	0	0	7600	42 Special Projects	899	0	(899)
4,167 (83) 7600 50 Janif 113 57 7600 52 After 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 55 Build 14,729 (28) TOTAL 100,640 (21,110) TOTAL	111	200	89	7600	44 Community Services	1,187	1,400	213
113 57 7600 52 After 0 0 7600 53 Elect 0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 57 Appl 92 7600 100 Sal 100,640 (21,110) TOTAL 100,640 (1,498) (1,808) INCOMI	4.250	4,167	(83)	2600	50 Janitorial	29,750	29,169	(281)
0 0 7600 53 Elect 0 0 7600 54 Plum 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 55 Build 0 0 7600 57 Appl 92 92 7600 100 Sall 14,729 (28) TOTAL 100,640 (21,110) TOTAL	56	113	57	2600	52 After Hours	649	791	142
0 0 7600 54 Plum 0 0 0 7600 55 Build 0 0 0 7600 55 Build 0 0 0 7600 55 Build 0 0 7600 57 Appl 92 92 7600 100 Sal 14,729 (28) TOTAL 100,640 (21,110) TOTAL	0	0	0	2600	53 Electrical Maint	148	0	(148)
0 0 7600 55 Build 0 0 0 7600 55 Build 0 0 7600 56 HVA 0 0 7600 57 Appl 92 92 7600 100 Sal 14,729 (28) TOTAL 100,640 (21,110) TOTAL	0	0	0	2600	54 Plumbing Maint	37	0	(37)
0 0 7600 56 HVA 0 0 0 7600 56 HVA 0 0 7600 57 Appl 14,729 (28) TOTAL 100,640 (21,110) TOTAL (1,498) (1,808) INCOMI	0	0	0	7600	55 Building Maint	0	0	0
0 0 7600 57 Appli 92 92 7600 100 Sal 14,729 (28) TOTAL 100,640 (21,110) TOTAL (1,498) (1,808) INCOMI	0	0	0	7600	56 HVAC	334	0	(334)
92 92 7600 100 Sal. 14,729 (28) TOTAL 100,640 (21,110) TOTAL (1,498) (1,808) INCOMI	0	0	0	7600	57 Appliance Maint	(74)	0	74
14,729 (28) TOTAL 100,640 (21,110) TOTAL 10498) (1,808) INCOMI	0	92	92	7600	100 Salary Adjustment	0	644	644
100,640 (21,110) TOTAL (1,498) (1,808) INCOMI	14.757	14,729	(28)			106,053	103,103	(2,950)
(1,498) (21,110) TOTAL (1,808) INCOM								
(1,498) (1,808)	121,750	100,640	(21,110)			722,272	696,817	(25,455)
11	(3,306)	(1,498)	(1,808)		INCOME/DEFICIT	(239)	(2,823)	2,584

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MUTUAL 19B CASH INVESTMENTS July 31, 2021

NOTITUTION	YIELD RATE	PAR	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA						•	133,110.80	133,110.80
MONEY MARKET ATLANTIC UNION BANK AXOS BANK	0.03%						10,105.72 50,047.41	10,105.72
ALLOCATED FUNDS:								
MONEY MARKETS ATLANTIC UNION BANK 100003 AXOS BANK 100028 PACIFIC NATIONAL BANK	0.03% 0.05% 0.55%		1	1,911.69 190,589.98 100,522.51	48,094.13 52,295.81 131,899.82	3,899.17 4,304.90 17,459.91		53,904.99 247,190.69 249,882.24
CERTIFICATES OF DEPOSIT			,	1				
100039 CAPITAL BANK 100033 CONGRESSIONAL BANK 100014 FIRST INTERNET BANK 100042 SONA BANK 100036 GATEWAY FIRST BANK 100024 FIRST INTERNET BANK 100034 SANDY SPRING BANK 100035 CONGRESSIONAL BANK 100036 GATEWAY FIRST BANK 100037 GATEWAY FIRST BANK 100040 CAPITAL BANK	0.85% 0.65% 2.15% 0.50% 1.54% 0.99% 1.29% 1.00% 0.75%	150,000,000 105,668,10 150,000,00 155,660,64 105,926,82 155,357,73 95,000,00 53,210,81 127,308,17 111,070,54 100,000,000	09/24/2021 10/18/2021 11/12/2021 03/24/2022 05/20/2022 07/17/2022 09/18/2022 02/10/2023 05/01/2023 10/15/2023	150,000.00 108,649.27 154,728.44 155,594.54 107,981.46 156,904.35 95,000.00 54,836.42 127,308.17 112,084.94 100,000.00				150,000.00 108,649.27 154,728.44 155,594.54 107,981.46 156,904.35 95,000.00 54,836.42 127,308.17 112,084.94 100,000.00
DUE TO FROM:				(659.32)	(7,459.96)	0.00	8,119.28	
TOTAL				1,781,847.47	224,829.80	25,663.98	201,383.21	2,233,724.46

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# General Manager's Report

August 2021 August 16, 2021

## **Community Financials**

For the period ending July 31, 2021, net operating expenses were \$5,200 under budget.

Year-to-date, net operating expenses were approximately \$32,700 under budget.

#### **Property Transfers**

In the month of June, there were 31 property transfers, which totaled \$134,000 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
- 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 alpha test group of 15 residents has been testing the system for approximately 3 weeks. The alpha group has begun testing of the visitor management module and will be managing their guests utilizing the cell phone application and DwellingLive website. The beta test group of 105 residents is scheduled to begin testing mid-to-end of August.

#### **HR Corner**

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

LWMC has the following open positions:

- Customer
   Service Manager
   (PPD)
- Evening/
   Weekend
   Clubhouse Asst
   (E&R)
- Golf Course
   Technician (Golf)
- Maintenance Technician (M20Å)
- Plumbing Supervisor (PPD)
- Sanitation Driver (PPD)
- Security Guard (Security)
- Special Police
   Officer (Security)