

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

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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	
6. 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	
8. New Business –	
a. ABM Approvals (Attachment)	34-38
b. Budget for 2022	
c. McFall & Berry Proposal (Attachment)	39
9. Correspondence	
10. Leisure World Board of Directors and Advisory Committee Reports	
11. Building Representatives	
12. Regular Meeting Date – Wednesday, September 28, 2021 – 1:00 P.M.	
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, 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.
2. Approval of the Agenda – The agenda was approved, as written.
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.
5. Unit Owner's and Resident's Open Forum – Mr. Benefiel reported a concern from Mr. 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 be made prior to a Board meeting. Mr. Lewis commented that his water leak issue has not been resolved.

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

- 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

Insurance – 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. Bylaw Amendments – 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. Elevator Replacement Plan – 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. Window Washing Proposal – 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. Status of M19B 910089 002H 01 Delinquency – This item was voted and approved 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. Resales Fee– 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. Painting Needed – 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. Leisure World Board of Directors and Advisory Committee Reports – 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. Pickle Ball – The committee is looking to install cameras so members can look at the court from their units.
 - c. E&R – Clubhouse 2 will begin showing movies in the auditorium.
11. Building Representatives – 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. Mastrococco, Secretary

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

Treasurer's Report

Balance Forward - 7/1/21	\$ 110,857.17
Total Receipts - July	136,191.59
Total Disbursements - July	<u>(113,937.96)</u>
Balance - 7/31/21	\$ 133,110.80

Net Operating Expenses

Year To Date - 7/31/21	\$ 2,584	Under Budget
Month of July - 2021	\$ 1,808	Over Budget

Cash Investments

	<u>7/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,781,847.47	\$1,691,183
Maintenance Reserve	224,829.80	202,073
Insurance Deductible Reserve	25,663.98	22,691
Other	<u>201,383.21</u>	<u>170,941</u>
Total	\$2,233,724.46	\$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

<u>Reserve Expenditures - YTD</u>	<u>7/31/21</u>	<u>To Reserves YTD 7/31/21</u>
Replacement Reserve	\$ 23,157	
Maintenance Reserve	13,651	
Insurance/Legal	<u>0</u>	
Total	\$ 36,808	\$161,575

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

08/17/2021
 7:15 AM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
119,283	119,283	0	834,981	834,981	0
1,563	3,234	(1,671)	11,115	22,638	(11,523)
105	0	105	705	0	705
20,554	0	20,554	36,808	0	36,808
(23,061)	(23,375)	314	(161,575)	(163,625)	2,050
118,444	99,142	19,302	722,033	693,994	28,039
88	88	1	613	616	4
0	0	0	4,250	4,250	0
0	83	83	0	581	581
4,468	4,421	(47)	31,276	30,947	329
260	275	15	1,821	1,925	104
0	0	0	200	0	(200)
520	933	413	3,640	6,531	2,891
0	0	0	250	0	(250)
788	167	(621)	1,313	1,169	(144)
6,123	5,967	(156)	43,362	46,019	2,657
0	3,333	3,333	0	23,331	23,331
1,803	1,629	(174)	12,618	11,403	(1,215)
0	167	167	1,269	1,169	(100)
0	111	111	0	777	777
0	292	292	709	2,044	1,335
1,067	333	(734)	2,134	2,331	197
0	250	250	8,664	1,750	(6,914)
0	33	33	0	231	231
0	480	480	0	3,360	3,360
11,333	1,167	(10,166)	15,829	8,169	(7,660)
181	187	6	1,267	1,309	42
14,384	7,982	(6,402)	42,490	55,874	13,384
2,498	2,520	22	20,178	22,320	2,142
0	(149)	(149)	0	(1,043)	(1,043)
8,139	11,060	2,921	89,865	97,960	8,095
0	(1,598)	(1,598)	0	(11,186)	(11,186)
11,831	15,707	3,876	80,478	72,823	(7,655)

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

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
22,467	27,540	5,073	TOTAL UTILITY EXPENSES	190,521	180,874	(9,647)
0	167	167	OTHER EXPENSES	0	1,169	1,169
1,334	667	(667)	01 Activities	4,002	4,669	667
1,334	834	(500)	Bad Debt	4,002	5,838	1,836
44,308	42,323	(1,985)	TOTAL OTHER EXPENSES	280,375	288,605	8,230
0	0	0	TOTAL OPERATING EXPENSES	3,515	0	(3,515)
15,565	0	(15,565)	RESERVE EXPENSES	15,565	0	(15,565)
0	0	0	01 RR Concrete	1,386	0	(1,386)
0	0	0	12 RR Plumbing	2,691	0	(2,691)
0	0	0	15 RR Roofs	1,787	0	(1,787)
0	0	0	35 RR Doors	276	0	(276)
79	0	(79)	03 MR Electrical	2,284	0	(2,284)
2,284	0	(2,284)	04 MR Drainage	48	0	(48)
0	0	0	05 MR Plumbing	1,795	0	(1,795)
0	0	0	08 MR HVAC	3,361	0	(3,361)
0	0	0	09 MR Gutters	2,632	0	(2,632)
2,436	0	(2,436)	10 MR Other	94	0	(94)
190	0	(190)	12 MR Building Maint	120	0	(120)
0	0	0	20 MR Dryer Vents	1,207	0	(1,207)
0	0	0	21 MR Elevators	47	0	(47)
0	0	0	23 MR Repair Wall Crack	36,808	0	(36,808)
0	0	0	24 MR Doors & Windows	53,685	52,668	(1,017)
20,554	0	(20,554)	TOTAL RESERVE EXPENSES	17,553	19,950	2,397
7,444	7,524	80	COMMUNITY FACILITIES	16,217	16,478	261
2,375	2,850	475	10 Administration	1,076	(336)	(1,412)
2,227	2,354	127	20 Education & Recreation	1,058	868	(190)
297	(48)	(345)	21 Club House II	(148)	(385)	(237)
148	124	(24)	22 LW News	3,006	2,296	(710)
0	(55)	(55)	25 Food Service	11,151	11,157	6
297	328	31	30 Medical Center	12,691	12,880	189
1,593	1,594	1	40 PPD Management	87,318	88,718	1,400
1,855	1,840	(15)	41 Grounds	7,719	7,721	2
12,320	12,674	354	43 Trash	35,365	35,798	433
1,113	1,103	(10)	58 TV			
5,269	5,114	(155)	60 Transportation			
			65 Security			

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

08/17/2021
 7:15 AM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
594	544	4,082	3,808	(50)	70 Street Lights	3,808	(274)
371	1,035	4,193	7,245	664	80 Golf Course	7,245	3,052
111	227	1,262	1,589	116	81 Pro Shop	1,589	327
26	27	182	189	1	85 Comm Call System	189	7
183	185	1,281	1,293	2	90 Snow Reserve	1,293	12
3,756	3,757	26,292	26,298	(1)	92 Prop Maint Rsv	26,298	6
867	865	6,069	6,057	(2)	93 Contg Rsv	6,057	(12)
1,284	1,283	8,988	8,982	(1)	95 Repl Rsv	8,982	(6)
0	263	0	1,835	263	98 Salary Adjustment	1,835	1,835
42,131	43,588	299,038	305,109	1,457	TOTAL COMMUNITY FACILITIES	305,109	6,071
5,400	5,207	38,772	36,449	(193)	MUTUAL OPERATING	36,449	(2,323)
4,940	4,950	34,580	34,650	10	10 Administration	34,650	70
0	0	668	0	0	41 Grounds	0	(668)
111	200	1,187	1,400	89	42 Special Projects	1,400	213
4,250	4,167	29,750	29,169	(83)	44 Community Services	29,169	(581)
56	113	649	791	57	50 Janitorial	791	142
0	0	148	0	0	52 After Hours	0	(148)
0	0	37	0	0	53 Electrical Maint	0	(37)
0	0	0	0	0	54 Plumbing Maint	0	0
0	0	334	0	0	55 Building Maint	0	(334)
0	0	(74)	0	0	56 HVAC	0	74
0	92	0	644	92	57 Appliance Maint	0	644
14,757	14,729	106,053	103,103	(28)	100 Salary Adjustment	644	
121,750	100,640	722,272	696,817	(21,110)	TOTAL MUTUAL OPERATING	103,103	(2,950)
(3,306)	(1,498)	(239)	(2,823)	(1,808)	TOTAL EXPENSES	696,817	(25,455)
					INCOME/DEFICIT	(2,823)	2,584

MUTUAL 19B
CASH INVESTMENTS
July 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	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	0.03%						10,105.72	10,105.72
AXOS BANK	0.05%						50,047.41	50,047.41
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK	0.03%			1,911.69	48,094.13	3,899.17		53,904.99
AXOS BANK	0.05%			190,589.98	52,295.81	4,304.90		247,190.69
PACIFIC NATIONAL BANK	0.55%			100,522.51	131,899.82	17,459.91		249,882.24
CERTIFICATES OF DEPOSIT								
CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021	108,649.27				108,649.27
FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
SONA BANK	0.50%	155,660.64	03/24/2022	155,594.54				155,594.54
GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	107,981.46				107,981.46
BANK OZK	0.99%	155,357.73	07/17/2022	156,904.35				156,904.35
FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	54,836.42				54,836.42
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	112,084.94				112,084.94
CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
PARAMOUNT BANK	0.75%	165,177.88	01/21/2023	166,395.02				166,395.02
				(659.32)	(7,459.96)	0.00	8,119.28	
DUE TO FROM:								
				1,781,847.47	224,829.80	25,663.98	201,383.21	2,233,724.46
TOTAL								



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
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 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 (M20A)
- Plumbing Supervisor (PPD)
- Sanitation Driver (PPD)
- Security Guard (Security)
- Special Police Officer (Security)