

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
WEDNESDAY, OCTOBER 27TH, 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****

	Page No.
1. Call to Order (Dunn, Gervais, Mastrorocco, Goldsborough, Lewis, Barr)	
2. Approval of the Agenda	
3. General Manager's Report	
4. Approval of Minutes – September 29th, 2021, Board Meeting Minutes (Attachment)	1-6
5. Unit Owners and Residents Open Forum	
6. Treasurer's Report (Attachments)	7
a. Invoices for October	8-9
i. Invoice Approval	
b. CD Activity Approval	10
7. Unfinished Business –	
a. ABM- Kreuter – has been signed by residents as requested by the Board at our September meeting (attachments).	11
b. Proposal- McFall and Berry Landscape proposal #T21430AA (Attachment)Pending from September 29th Meeting.	12
c. Status of Rebuilding Building 91	
d. Reserve Study update	
e. Elevator Replacement Plan	
f. Bylaw Amendment Update	
g. Window Washing Damage	
h. Budget for 2022	
8. New Business –	
a. Proposal	
i. McFall and Berry Landscape proposal #L21503AA (Attachment)	13
b. ABM - Kreuter	14-21
c. ABM – McKinnon	22-26

**COUNCIL OF UNIT OWNERS OF
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WEDNESDAY, OCTOBER 27TH, 2021 – 1:00 P.M.
VIA ZOOM**

d. **ABM – Dale**

27-31

- 9. Leisure World Board of Directors and Advisory Committee Reports**
- 10. Building Representatives**
- 11. Mutual Holiday Party**
- 12. Monthly Meeting Date – Wednesday, November 24th, 2021 – 1:00 P.M.**
- 13. 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, SEPTEMBER 29TH, 2021

Res. #44-61

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, SEPTEMBER 29TH, 2021, 1:00p.m.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary; John Barr, Director; Regina Goldsborough, Director; Clayton Lewis, Director.

Directors Absent:

Management: Crystal Castillo, General Manager of Support Services; Alicia Drummond/Danesca Pineda, Mutual Assistant

Visitors: Virginia Austin, Ken Sorkin, Katherine Horn, Virginia Samara, Maureen McCleary, Sigrid Nadeau, Carole Chamberlain, Arsennetta Hawthorne, Zuli Russi, 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 presented.
3. General Manager's Report – Ms. Castillo presented the September 2021 General Manager's report. All questions and comments were responded to by Ms. Castillo.
4. Approval of August 25, 2021, Regular Board Meeting Minutes – The August 25, 2021, regular Board meeting minutes were corrected and approved as distributed for the Board's review.
5. Action without meeting-9/20/2021-to pay Carey's Invoice # SD10676 of \$14,219.00
6. Unit Owner's and Resident's Open Forum – Mr. Benefiel introduced the new Mutual Assistant Danesca Pineda.

7. Treasurer's Report – Mr. Gervais presented the treasurer's report as distributed for the Board's review. The treasure's report was accepted as presented.

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

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION:
\$1,180.00	<u>Advantage Green Solutions Invoice #47990</u> – Remove siding in affected area. Install 22ft of steps flashing Dated: <u>09/13/2021</u> <u>Resolution # 44, 09/29/2021</u>
\$14,219.00	<u>Carey's Plumbing & heating, INC. Invoice #SD10676</u> – Found an existing 3" curb valve that needed to be replaced. Dated 4/30/2021. <u>Resolution #45, 09/29/2021</u>

b. CD Activity Approval- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting staff to invest the entire proceeds on the Congressional Bank CD that matures on October 18, 2021, plus any interest earned at the best available rate for 12 months.

Resolution #46, 09/29/2021

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

To approved to make payment to LWMC for HVAC leak from 15310 Beaverbrook Ct. Building #89 Unit 3C into 2C for the amount of \$1,050.00

Resolution #47, 09/29/2021

To approved to seek reimbursement from owner at 15310 Beaverbrook Court Building #89 Unit 3C in the amount of \$1,050.00 for HVAC leak.

Resolution #48, 09/29/2021

To approve to make payment to LWMC for water damage cleanup at 15310 Beaverbrook Court Building #89 Unit 1K in the amount of \$3,228.41

Resolution #49, 09/29/2021

To approve to make payment to LWMC for water damage cleanup at 15300 Beaverbrook Court 1J in the amount of \$1,005.32

Resolution #50, 09/29/2021

To approved to seek reimbursement from owner at 15300 Beaverbrook Court 1J in the amount of \$1,005.32 for water damage cleanup due to HVAC water leak.

Resolution #51, 09/29/2021

To approve to make payment to LWMC for water damage clean up at 15311 Beaverbrook Court 90/3D in the amount of \$2,472.57

Resolution #52, 09/29/2021

To approve to seek reimbursement from owner of 15311 Beaverbrook Court 90/3D in the amount of \$2,472.57 for water damage clean up.

Resolution #53, 09/29/2021

d. Upon motion duly made, the Board agreed,

-To authorize Corinne Rosen, Mutual 19B attorney, to petition the Court to appoint her as the personal representative on behalf of Mutual 19B of the Mary Harrop estate, Unit #89-2H, 15310 Beaverbrook Ct. #2H, Silver Spring,

MD 20906. Mary Harrop died September 21, 2021. This authorization includes selling the property so the Mutual gets paid and to be paid upfront expenses.

Resolution #54, 09/29/2021

e. Upon motion made, the Board agreed,

-To waive the late charges for Unit #89-1J (15310 Beaverbrook), Wondimagegn Tekle, Arsenetta Hawthorne, for \$15.00 on April 16, 2021, and \$8.00 on March 16, 2021 for a total of \$23.00.

Resolution #55, 09/29/2021

f. Upon motion made, the Board agreed,

To reimburse Barry Wasserman, Unit #92-1K (15301 Beaverbrook), for \$28.61 to replace his kitchen faucet cartridge. The faucet needed to be replaced due to

work done by Dynaelectric that turned off the water to building #92. Dynaelectric was supposed to correct these types of problems, but never did.

Resolution #56, 09/29/2021

g. Upon motion made, the Board agreed,

To approve invoices from Jose Martinez. 15301 Beaverbrook Ct. #2D, Silver Spring MD 20906 for \$70.00 for painting the exterior of the rear hallway door of Building #92.

Resolution #57, 09/29/2021

8. Unfinished Business –

- a. Status of Mutual 19-BEE – Newsletter – No updates currently.
- b. Status of Insurance Coverage –No updates currently.
- c. Status of Rebuilding Building 91 –Windows may come in some time in November.
- d. Reserve Study Update –No updates currently.
- e. Elevator Replacement plan (attachment) – 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 -Pending
- f. Bylaws Amendment update: No updates currently.
- g. Window Washing Damage- No updates currently
- h. Status of Trash Door Replacement (Bldg. #90)-new trash door is in and being painted.
- i. Budget for 2022- The preliminary 2022 budget for Mutual 19B is not yet available.

9. 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).

Resolution #58, 09/29/2021

b. McFall & Berry Tree Proposal

- Upon motion duly made, the Board agreed,
To accept the proposal from Mc Fall & Berry for \$1,175.00 for taking down and remove Oak tree, flush cut stump.

Resolution #59, 09/29/2021

- Tree proposal for \$1,275.00 to take down and remove badly leaning Black Pine tree.
To take down & remove dead Oak tree located next to the Black Pine tree: flush cut stump- Approval is pending on discussion

c. Accurate Insulation of Upper Marlboro Proposal

- Upon motion duly made, the Board agreed,
To accept the proposal from Accurate Insulation of Upper Marlboro for \$1,285.00 for main attic insulation removal & disposal-area damaged by water only.

Resolution #60, 09/29/2021

d. Schindler Elevator-Proposal

- Upon motion duly made, the Board agreed,
To accept the proposal from Schindler Elevator for \$6,546.00 to replace mechanical starter with new upgraded soft starter for the elevator at Bldg.#94 (15211 Elkridge Way) dated 9/22/2021.

Resolution #61, 09/29/2021

- c. Correspondence – none currently
- d. Leisure World Board of Director and Advisory Committee Reports: Jack Dunn presented his report.
- e. **Holiday Party, Wednesday, December 22nd, beginning at 5:00pm in Clubhouse 1.**

12 Building Representatives: Building representative reported that some residents are parking in the visitor's spot in building 93. Board suggested to call security.

13 Monthly Meeting Date: Wednesday October 27th, 2021, at 1:00pm

14. Adjournment – 3:50 p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - October 27, 2021 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 9/1/21	\$ 76,136.16
Total Receipts - September	423,589.74
Total Disbursements - September	<u>(427,293.13)</u>
Balance - 9/30/21	\$ 72,432.77

Net Operating Expenses

Year To Date - 9/30/21	\$ (13,719)	Over Budget
Month of September - 2021	\$ (11,482)	Over Budget

Cash Investments

	<u>9/30/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,813,163.05	\$1,691,183
Maintenance Reserve	231,745.96	202,073
Insurance Deductible Reserve	26,515.31	22,691
Other	<u>129,165.33</u>	<u>170,941</u>
Total	\$2,200,589.65	\$2,086,888

Delinquent Report (as of October 16, 2021)

- 14 accounts (not from Bldg. #91) have charges of \$13,359.53.
 - \$10,109.53 of the \$13,359.53 are for five insurance claims.
 - \$2,624.00 of the \$13,359.53 are current charges from 6 accounts.
 - \$626 left, \$513 from 1 > 30 days, \$30 from 2 > 60, \$83 from 3 > 90)
 - There are 8 accounts from Bldg. #91 totaling \$33,788.00.
 - 1 account (Bldg. #89) owes \$16,054.00 - from 10/1/19, DOD 9/21/21
 - 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 = \$64,627.93

<u>Reserve Expenditures - YTD</u>	<u>9/30/21</u>	<u>To Reserves YTD 9/30/21</u>
Replacement Reserve	\$ 25,557	
Maintenance Reserve	18,218	
Insurance/Legal	<u>0</u>	
Total	\$ 43,775	\$207,626

09/30/2021
9:15 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
119,283	119,283	0	5110	1,073,547	1,073,547	0
1,515	3,234	(1,719)	5111	14,170	29,106	(14,936)
105	0	105	5114	885	0	885
4,378	0	4,378	5200	43,775	0	43,775
(23,013)	(23,375)	362	5800	(207,626)	(210,375)	2,749
102,268	99,142	3,126		924,751	892,278	32,473
88	88	1	6112	788	792	5
0	0	0	6115	4,250	4,250	0
0	83	83	6117	0	747	747
16,366	4,421	(11,945)	6118	56,166	39,789	(16,377)
3,228	0	(3,228)	6118	3,228	0	(3,228)
260	275	15	6118	2,341	2,475	134
0	0	0	6119	200	0	(200)
520	933	413	6120	4,680	8,397	3,717
0	0	0	6125	250	0	(250)
0	167	167	6138	2,013	1,503	(510)
20,462	5,967	(14,495)		73,916	57,953	(15,963)
0	3,333	3,333	6202	0	29,997	29,997
1,803	1,629	(174)	6204	16,223	14,661	(1,562)
0	167	167	6204	1,269	1,503	234
0	111	111	6204	0	999	999
1,433	292	(1,141)	6209	2,142	2,628	486
0	333	333	6211	2,134	2,997	863
0	250	250	6211	8,664	2,250	(6,414)
0	33	33	6211	0	297	297
5,760	480	(5,280)	6211	5,760	4,320	(1,440)
6,747	1,167	(5,580)	6214	22,576	10,503	(12,073)
181	187	6	6224	1,629	1,683	54
15,924	7,982	(7,942)		60,397	71,838	11,441
1,137	2,520	1,383	6301	22,064	27,000	4,936
0	(149)	(149)	6301	0	(1,341)	(1,341)
10,711	11,060	349	6301	110,539	118,500	7,961
0	(1,598)	(1,598)	6301	0	(14,382)	(14,382)

09/30/2021
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Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
7,459	17,135	9,676	99 Water	96,409	105,665	9,256
19,306	28,968	9,662	TOTAL UTILITY EXPENSES	229,012	235,442	6,430
0	167	167	OTHER EXPENSES	0	1,503	1,503
0	667	667	01 Activities	17,588	6,003	(11,585)
0	834	834	Bad Debt	17,588	7,506	(10,082)
55,692	43,751	(11,941)	TOTAL OTHER EXPENSES	380,913	372,739	(8,174)
			TOTAL OPERATING EXPENSES			
			RESERVE EXPENSES			
0	0	0	01 RR Concrete	3,515	0	(3,515)
0	0	0	12 RR Plumbing	15,565	0	(15,565)
0	0	0	15 RR Roofs	1,386	0	(1,386)
0	0	0	35 RR Doors	2,691	0	(2,691)
0	0	0	53 RR Reserve Study	2,400	0	(2,400)
400	0	(400)	01 MR Roofs	400	0	(400)
811	0	(811)	03 MR Electrical	2,599	0	(2,599)
47	0	(47)	04 MR Drainage	323	0	(323)
595	0	(595)	05 MR Plumbing	2,879	0	(2,879)
130	0	(130)	08 MR HVAC	178	0	(178)
0	0	0	09 MR Gutters	1,795	0	(1,795)
937	0	(937)	10 MR Other	4,298	0	(4,298)
1,128	0	(1,128)	12 MR Building Maint	3,950	0	(3,950)
131	0	(131)	20 MR Dryer Vents	225	0	(225)
0	0	0	21 MR Elevators	120	0	(120)
0	0	0	23 MR Repair Wall Crack	1,207	0	(1,207)
198	0	(198)	24 MR Doors & Windows	245	0	(245)
4,378	0	(4,378)	TOTAL RESERVE EXPENSES	43,775	0	(43,775)
			COMMUNITY FACILITIES			
7,335	7,524	189	10 Administration	68,573	67,716	(857)
2,412	2,850	438	20 Education & Recreation	22,748	25,650	2,902
2,338	2,354	16	21 Club House II	20,818	21,186	368
56	(48)	(104)	22 LW News	1,243	(432)	(1,675)
148	124	(24)	25 Food Service	1,355	1,116	(239)
(74)	(55)	19	30 Medical Center	(223)	(495)	(272)
371	328	(43)	40 PPD Management	3,822	2,952	(870)
1,593	1,594	1	41 Grounds	14,337	14,345	8
1,818	1,840	22	43 Trash	16,180	16,560	380

09/30/2021
9:15 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
12,617	12,674	57	58 TV	112,366	114,066	1,700
1,113	1,103	(10)	60 Transportation	9,945	9,927	(18)
5,047	5,114	67	65 Security	45,459	46,026	567
668	544	(124)	70 Street Lights	5,232	4,896	(336)
445	1,035	590	80 Golf Course	5,381	9,315	3,934
167	227	60	81 Pro Shop	1,540	2,043	503
26	27	1	85 Comm Call System	234	243	9
183	185	2	90 Snow Reserve	1,647	1,663	16
3,756	3,757	1	92 Prop Maint Rsv	33,804	33,812	8
867	865	(2)	93 Contg Rsv	7,803	7,787	(16)
1,284	1,283	(1)	95 Repl Rsv	11,556	11,548	(8)
0	263	263	98 Salary Adjustment	0	2,361	2,361
42,170	43,588	1,418	TOTAL COMMUNITY FACILITIES	383,820	392,285	8,465
5,320	5,207	(113)	MUTUAL OPERATING	49,571	46,863	(2,708)
4,940	4,950	10	10 Administration	44,460	44,550	90
0	0	0	41 Grounds	482	0	(482)
186	200	14	42 Special Projects	1,559	1,800	241
4,250	4,167	(83)	44 Community Services	38,250	37,503	(747)
111	113	2	50 Janitorial	872	1,017	145
0	0	0	52 After Hours	148	0	(148)
(371)	0	371	53 Electrical Maint	(334)	0	334
0	0	0	54 Plumbing Maint	0	0	0
0	0	0	55 Building Maint	334	0	(334)
0	0	0	56 HVAC	(74)	0	74
0	0	0	57 Appliance Maint	0	0	0
0	92	92	100 Salary Adjustment	0	828	828
14,436	14,729	293	TOTAL MUTUAL OPERATING	135,269	132,561	(2,708)
116,676	102,068	(14,608)	TOTAL EXPENSES	943,777	897,585	(46,192)
(14,408)	(2,926)	(11,482)	INCOME/DEFICIT	(19,026)	(5,307)	(13,719)

MUTUAL 19B
CASH INVESTMENTS
September 30, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
							72,432.77	72,432.77
MONEY MARKET								
ATLANTIC UNION BANK	0.03%						10,107.62	10,107.62
AXOS BANK	0.05%						50,051.75	50,051.75
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK	0.03%				71,164.01	4,316.94		75,480.95
AXOS BANK	0.05%			503.11	-3,337.29	4,722.27		1,888.09
PACIFIC NATIONAL BANK	0.55%			18,505.92	164,108.86	17,476.10		200,090.88
CERTIFICATES OF DEPOSIT								
** 100039 CAPITAL BANK	0.85%	150,000.00	09/24/2021					150,000.00
100033 CONGRESSIONAL BANK	0.65%	105,668.10	10/18/2021					108,768.96
100014 FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021					154,728.44
100042 PRIMIS BANK	0.50%	155,660.64	03/24/2022					155,594.54
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					108,263.76
100037 BANK OZK	0.99%	155,357.73	07/17/2022					157,168.58
100024 FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022					95,000.00
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					55,034.70
100035 CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					112,275.42
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041 PARAMOUNT BANK	0.75%	165,177.88	01/21/2023					166,395.02
100044 PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,000.00
100045 CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
DUE TO FROM:								
		3,616.43			(189.62)	0.00	(3,426.81)	
TOTAL		1,813,163.05		231,745.96	26,515.31	129,165.33	2,200,589.65	

** In process of being re-invested into a different term CD



General Manager's Report

October 2021

October 12, 2021

Community Financials

Financial Statements for the period ending September 30, 2021 will be published the week of 10/11.

As of August 31, 2021, year-to-date, net operating expenses were approximately \$25,000 under budget.

Property Transfers

In the month of September, there were 46 property transfers, which totaled \$219,200 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. The RFID readers were re-installed the week of 10/4, however, they are still not operating properly. The contractor has been notified of the continued problems and will be returning to investigate.

Community Shredding Day

The next community shredding day will be held on Saturday, November 13th from 10am to 1pm in the Administration Building parking lot.

HR Corner

In the month of September, there were 6 new hires and 4 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)