

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.

December 27, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval of The Agenda
3. General Manager's Report
4. Approval of Minutes of November 29, 2017 Meeting
Approval of Minutes of an Action Without a Meeting - December 4, 2017 (Attachment# 1)
5. Treasurer's Report
6. New Business
 - A) Approve ABM (Mary Dugan, #93-1K, Patio Door) (Attachment# 2)
 - B) Approve PPD Proposal dated 11/8/17, Touch up painting, labor & materials for \$61 per hour (Attachment# 3)
 - C) Contract with O'C&L Engineers
 - D) Elevator at Bldg. #90
 - E) McFall and Berry - Proposal #L17638-BR, front of Bldg. #90, Spread wood chips, \$270 (Attachment# 4)
7. Unfinished Business - Update Reports
 - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
 - B) Shampooing Carpets - Status
 - C) PPD Building Maintenance Checklist - Clean Gutters
 - D) Window Cleaning Contract - Fix and Return - Lorraine Gibbons Bldg. #89-3F
 - E) Noise Complaint Policy
 - F) Beaverbrook Court and Elkridge Way Street Signs
 - G) Final Report of Expenses for the 2017 Holiday Party –

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting- January 31, 2018, Clubhouse 2, Meeting Room 2, 1:00 p.m.

Next Agenda Meeting- January 24, 2018, Sullivan Room, 1:00 p.m.

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.

November 29, 2017
Sullivan Room – 1:00 P.M.

Res# 53-#64

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room on Wednesday, November 29, 2017 at 1:00 p.m.

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrorocco, Secretary; Director; Regina Goldsborough, Director; Sigrid Nadeau, Director; John Dunn, Treasurer; Janet Lazar, Director

Management: Thomas Snyder, Asst. GM for Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors: Charles Middleton, Lawrence Damsky, Connie Costa, Sidney Lazar, Jane Gervais, Virginia Austin, Arun Sudama

1. Call to Order – Mr. Gervais called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved.
3. General Manager’s Report – The General Manager’s Report was presented by Mr. Thomas Snyder. All questions and comments were responded to by Mr. Snyder.
4. Approval of Minutes of October 25, 2017 – The Minutes of the regular meeting held October 25, 2017 was approved as presented.
5. Treasurer’s Report – Mr. Dunn reported that as of October 31, 2017 the Mutual took in about \$111,705 and spent \$103,914. There is one account in arrears of current condo fees.

A. Payment of Insurance Claims- Upon motion duly made and seconded, the Board approved payment of the following insurance claims:

- 1) Mutual 19B Board of Directors approved insurance claim payment of \$530.43 to LWMC, Invoice# 1709051, Bldg. # 92-2J (Date of Occurrence: 9/7/2017); A/C system frozen. Turned off & defrosted, it leaked from 2J into Unit 1J.

Resolution# 53, 11/29/17

- 2) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner at 15301 Beaverbrook Court, Building# 92, Unit 2J for insurance claim invoice# 1709051 (Date of Occurrence: 9/7/2017) in the amount of \$530.43 for the A/C system that froze. Turned off & defrosted, it leaked from 2J into Unit 1J.

Resolution# 54, 11/29/17

- 3) Mutual 19B Board of Directors approved insurance claim payment of \$454.78 to LWMC, Invoice# 1710061, Bldg. #91-2F (Date of Occurrence: 10/6/17); leak under sink of unit 2F which caused damage to the ceiling in unit 1F. Unit 2F shut off the main water valve & does not wish to have any repairs made at this time.

Resolution# 55, 11/29/17

- 4) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner at 15210 Elkridge Way, Building# 91, Unit 2F for the insurance claim invoice# 1710061 (Date of Occurrence: 10/6/17) in the amount of \$454.78 for the leak under sink of unit 2F which caused damage to the ceiling in unit 1F.

Resolution# 56, 11/29/17

- 5) Mutual 19B Board of Directors approved insurance claim payment of \$883.56 to LWMC, Invoice# 1706304, Bldg. #94-1H (Date of Occurrence: 6/30/17); found A/C main common drain stopped up and leaked when the A/C was off. PPD cleaned with compressed gas. A&A called to clean wet carpet.

Resolution# 57, 11/29/17

- 6) Mutual 19B Board of Directors approved insurance claim payment of \$5,000.00 to LWMC, Invoice# 170214, Bldg. #88-1E (Date of Occurrence: 7/21/17); found leak in laundry room coming from common floor drain for the A/C condensate- cleaned drain.

Resolution# 58, 11/29/17

6. New Business-

- A. Approve ABMs (Evanosky# 88-3G, Massouda/Tahan #92-2B, Essex#92-2B, Grant#92-3A-
After discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Susan Evanosky, at 15300 Beaverbrook Ct., Unit 88-3G, to replace 8 glass windows. Work performed by Bel Pre Glassworks, Inc.

Mutual 19B Board of Directors approved ABM submitted from Sonia Massouda & Gabrielle Tahan, at 15301 Beaverbrook Court, Unit 92-2B, to replace 3 windows; bedroom, second bedroom & kitchen. Work performed by B.T Windows & Doors.

Mutual 19B Board of Directors approved ABM submitted from Donald Essex, at 15211 Elkridge Way, Unit 92-2B, to replace 4 windows & patio door. Work performed by American Windows.

Mutual 19B Board of Directors approved ABM submitted from JoAnn Grant, at 15301 Beaverbrook Court, Unit 92-3A, for the replacement of windows. Work performed by Thompson Creek Window Company.

Resolution# 59, 11/29/17

- B. Contract with O’C&L Engineers- Mr. Gervais stated that O’C&L did review the plans made available from PPD and it resulted in about a \$6,000 reduction to the proposed fees for the Task Order Contract.

The Board discussed wanting O’C&L Engineers to have SGH (Simpson Gumpertz and Heger, the structural engineer partner of O’C&L) to add an analysis of the condensate piping and collection systems in the Mutual buildings to their scope of work. The Board also wanted to make sure that examination of the exterior of all seven buildings for visual cracks was included. A letter consolidating the current tasks is needed.

First it is necessary for the Board to approve the original O’C&L proposal for Engineering Analyses and Services.

After discussion, upon duly made and seconded, the Board approved the September 27, 2017 O’C&L proposal for Engineering Analyses and Services and authorized the President to sign the proposal after receiving the approval of the mutual lawyer.

Resolution# 60, 11/29/17

- C. Management and Operating Agreement-2018- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the Management & Operating Agreement- 2018 between the Leisure World of Maryland Corporation and Mutual 19B at Leisure World for managing agent services for the 2018 calendar year in the amount of \$157,720.36.

Resolution# 61,11/29/17

- D. Approve Contract Management Services Agreement-2018- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the Contract Management Services Agreement-2018 between Leisure World of Maryland Corporation and Mutual 19B for services of Mutual Assistant for Property Management and Property Maintenance for the 2018 calendar year in the amount of \$10,795.00.

Resolution# 62, 11/29/17

- E. Elevator at Bldg. #90- Board discussed considering getting a proposal and pricing of replacement of the elevator.

- F. Approve Holiday Gifts - After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the 2017 Holiday Gifts Awards for Leisure World Staff as follows: Roberta Carter \$300.00, Nikoo Manochchri \$200.00, Brenda Callejas \$200.00, Maria L. Vasquez \$200.00, Richard Jones \$100.00, Aaron Tenley \$100.00 and Leslie Vizzi \$100.00

Resolution# 63, 11/29/17

- G. Noise Complaint Policy, Need Hearing- Mr. Gervais stated that the problem has been resolved.
- H. McFall and Berry- Landscape Proposal L17553-BR- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Proposal #L17553-BR & payment (Dated 10/26/17) of \$300.00, to supply and install Daffodil (mixed) throughout the mutual. There is no charge for the labor.

Resolution# 64, 11/29/17

7. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage- Mr. Lederman stated that the Mutual is in good shape with PPD items and projects.
- B. Shampooing Carpets- Status- Roberta will follow up with Stansbury of the schedule date of cleaning.
- C. PPD Building Maintenance Checklist- Mr. Gervais will contact PPD.
- D. Resident door paint touch up at Bldg.# 90- Ms. Lederman stated he will get a proposal from PPD.
- E. Window Cleaning Contract- Fix and return- Lorraine Gibbons Bldg. #89-3F- Roberta will follow up with E&R Window services.

8. Leisure World Board of Directors Report- Mr. Gervais reported that the LWCC Board met on Tuesday, November 28th and approved the following:

1. Board approved Advisory Committee Members.
2. Board approved the reorganization of E&R and Communications.
3. Board approved the pool contractor and H&H agreement.
4. Board approved the rule to be civil.
5. Board approved \$48,000 more to address MNCPPC 10 conditions.
6. We will hear more about the Strategic Planning in the next 4 months.
7. Board approved new flooring and tables for restaurants.

9. Advisory Committee Reports –

- A. Community Planning, Security & Transportation- Mr. Damsky report included: (1) Committee is still working on the Charter revision. (2) Discussion to improve the Leisure World ID Card for residents and employees.

- B. Restaurant- Ms. Mastrococco's report included: (1) Resolution was passed to replace the carpet in the Stein Room & Terrace Room with vinyl plank flooring. (2) There will be 4 high top tables and 8 barstools to the Clubhouse Grille area due to popularity of the new bar area.
- C. Education & Recreation- Ms. Lazar report included: (1) There was a discussion to use key fob for entry into the new Fitness Center, some high-rise apartments already have key fob entry and a chip could be added to the existing fob to gain entry. (2) New pool contract was approved. (3) The possible coffee stand in the gym was not approved.
- D. Physical Properties Department- Mr. Lazar stated 6 contract bids were submitted for concrete repair.
- E. Health- Mr. Lederman reported on behalf of Mrs. Lederman: (1) "**Drug Take Back Day**" on Oct. 28th was successful. (2) December 1st is "**AID's Awareness Day**". (3) On December 6th there will be a speaker visiting to discuss "**De-escalation: Dealing with difficult people in difficult times**" in Clubhouse I at 1:00 p.m. (4) December 8th, there will be a "**Meet and Greet**" in Clubhouse I between 10 a.m.-1 p.m. to introduce the new providers at LWMC. They include Audiology Group, Massage Therapist, Acupuncture Therapist, Homemaker Agency and an Equipment Company- The Scooter Shop. (5) Social workers at LWMC can assist in helping those to choose a Part D plan- before December 7th by filling out a form and they can provide prices and choices. (6) Rescue squads and the Montgomery County police have a pilot project with area hospitals to decrease the frequency of "frequent flyers"- defined as using 911 or more times a month. The approach involves doing home assessments (for safety, cognitive impairment, etc.) and include the use as needed of social workers, and doctors who does home visits, etc. Results have been impressive with less ER visits.
- F. Tennis- No report at this time.
- G. Landscape- Mrs. Gervais stated all is well.
10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – All reports were noted.
12. Open Forum- None
13. Adjournment- The meeting adjourned at 4:24 p.m.

Next Agenda Meeting- No Agenda Meeting for December

Next Regular Meeting- December 27, 2017, Sullivan Room, 1:00 p.m.

Rita Mastrococco, Secretary

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

November 30, 2017

Balance Forward

\$194,032.89

Total Receipts (See Attached)

\$106,168.19

Total Disbursements (See Attached)

(\$118,416.36)

Cash Balance

\$181,784.72

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2017

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
106,911	106,911	1,176,021	1,176,021	0	1,176,021	0
1,886	754	17,578	8,294	9,284	8,294	9,284
15	0	465	0	465	0	465
5,868	0	76,925	0	76,925	0	76,925
(24,803)	(23,671)	(269,661)	(260,381)	(9,280)	(260,381)	(9,280)
89,877	83,994	1,001,328	923,934	77,394	923,934	77,394
INCOME						
88	87	963	963	1	963	1
0	0	4,050	4,400	350	4,400	350
4,384	4,568	47,616	48,362	746	48,362	746
843	0	843	0	(843)	0	(843)
272	256	2,986	2,816	(170)	2,816	(170)
0	0	200	0	(200)	0	(200)
900	976	9,900	10,736	836	10,736	836
115	0	1,609	0	(1,609)	0	(1,609)
6,601	5,887	68,166	67,277	(889)	67,277	(889)
TOTAL ADMINISTRATIVE EXPENSES						
1,544	1,528	16,628	16,585	(43)	16,585	(43)
1,358	333	2,654	3,663	1,009	3,663	1,009
0	0	1,330	0	(1,330)	0	(1,330)
103	292	3,183	3,208	26	3,208	26
0	333	3,085	3,663	578	3,663	578
0	83	0	913	913	913	913
0	83	363	913	550	913	550
0	167	5,407	1,833	(3,574)	1,833	(3,574)
2,518	1,333	21,116	14,663	(6,453)	14,663	(6,453)
176	176	1,936	1,936	0	1,936	0
5,700	4,328	55,702	47,377	(8,325)	47,377	(8,325)
TOTAL BUILDING EXPENSES						
1,384	2,800	24,518	30,800	6,282	30,800	6,282
0	(520)	0	(5,716)	(5,716)	(5,716)	(5,716)
12,561	14,400	136,258	158,400	22,142	158,400	22,142
0	(1,255)	0	(13,808)	(13,808)	(13,808)	(13,808)
23,958	11,297	87,406	115,480	28,074	115,480	28,074
37,903	26,722	248,182	285,156	36,974	285,156	36,974
TOTAL UTILITY EXPENSES						

MUTUAL 19B
CASH INVESTMENTS
November 30, 2017

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							181,784.72	181,784.72
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	1.24%			147,632.18	81,158.40	13,373.42		242,164.00
100016 B OF I FEDERAL BANK	0.80%			192,332.61				192,332.61
	0.70%			31,866.91	60,333.14	16,138.75		108,338.80
CERTIFICATES OF DEPOSIT								
100012 SYNCHRONY BANK	1.24%	50,000.00	01/21/2018	52,067.66				52,067.66
100019 BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100023 PACIFIC NATIONAL BANK	1.60%	100,000.00	09/25/2018	100,000.00				100,000.00
100014 FIRST INTERNET BANK	1.35%	150,000.00	11/07/2018	154,728.44				154,728.44
100018 SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	155,317.62				155,317.62
100020 REVERE BANK	1.50%	100,003.29	04/12/2019	100,880.12				100,880.12
100017 EVER BANK	1.60%	100,696.94	10/03/2019	102,574.07				102,574.07
100021 SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022 EVER BANK	2.00%	104,658.29	08/23/2020	105,227.55				105,227.55
100024 FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
DUE TO FROM:				743.59	15.77	(5,883.56)	5,124.20	
TOTAL				1,515,678.92	141,507.31	23,628.61	186,908.92	1,867,723.76



GENERAL MANAGER'S REPORT

December 5, 2017

COMMUNITY TOPICS

1. Finances –

November financials will be published by 11/15/17.

Preliminary reports indicate a deficit in the month: \$25,000 - \$30,000.

In November, there were 34 property transfers which contributed \$121,400 in transfer fees.

2. Upcoming Administrative Office Closures –

The Administrative Offices will be closed on the following holidays:

Christmas Day December 25th

New Year's Day January 1st

Martin Luther King Birthday January 15th

3. Education & Recreation and Communications Department Reorganization—

LWMC has confirmed the reorganization of the Education & Recreation and Communications departments. These 2 departments have been combined to become the Education, Recreation & Communications Department. Effective December 4th, Ms. Maureen Freeman has accepted the position of Director, Education, Recreation & Communications and Ms. Stacy Smith has accepted the position of Assistant Director, Communications. Management is actively recruiting for the Assistant Director, Education & Recreation position.

4. MNCPPC Planning Board Meeting—

MNCPPC Planning Board hearing for the Administration Building/CH1 Site Improvements Site Plan was held on November 30 in the afternoon session. The Planning Board elected to defer the project.

A second hearing is expected to be scheduled in January or February.

Commission staff had recommended approval subject to nine conditions; Leisure World agreed to them prior to the hearing. At the hearing, there was discussion regarding stairs at one of the entrances to the Administration Building; this topic will be reviewed prior to the next hearing.

In addition, individual residents attending the Nov. 30 hearing testified against the project and the process followed by the LWCC Board of Directors.

5. Recruitment—

New Hires:

Evelyn Diaz – Security Guard (S&T)

Departures:

Yasmeen Owens – Receptionist (Admin)

Mary Clark – Administrative Assistant (PPD)

Open Positions:

Assistant Director, Education & Recreation -- (E&R)

Community Patrol Officer – (S&T)

HVAC Foreman - (PPD)

Security Guard – (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Sanitation/Recycle Driver – (PPD)

Sanitation Helper – (PPD)

Supplemental Transportation Driver – (S&T)