



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- (Benefiel, Dunn, Gervais, Mastrococco, Hawthorne, Bonn, Farnsworth)-
2. Approval of the Agenda-
3. Approval of Minutes – February 28, 2024, Board Meeting Minutes (**Attached**)----- 1-4
4. Unit Owners and Residents Open Forum-
5. Treasurer's Report-(Attached, if any)
 - a. Invoice Approval – (**Attached**)-5-6
6. Management Report-
 - a. Community Report-(**Attached**) -----7-8
 - b. Work requested –(**Attached**)—9-12
 - c. Proposal-PPD-Storage room door B.88 & 89 –(**Attached**)---13
 - d. Proposal-Signs by Tomorrow- Directional Signage- (**Attached**)---14
 - e. Ratify AWM Res#117, 118 3/5/2024 & Res# 119 3/18/24-(**Attached**) ---15-18
 - f. Insurance claim-Mastrococco 92-1H-(**Attached**) ---19-43
 - g. LW Security Policy for Towing Vehicles-(**Attached**)-44-47
7. Old Business
 - a. Submeter project - updates and reports from the committee
 - b. Roof Replacement- recommended for- Bldg. 89-Exterior Concepts- Proposal-in progress
 - c. Security Cameras update---Don Bonn
 - d. Status report on elevators
 - e. Elevator Modernization Update
 - f. Change Board Meeting Day
8. New Business
 - a. Rules and Regulations update
 - b. Building Reps Guidelines
 - c. The 19 Bee Newsletter
 - d. Clarification of Election Procedures
9. Correspondence-93-2B(Berman)-(**Attached**)-48
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, April 24, 2024 – 1:00 P.M.
13. Meeting Adjournment -



Res.#109-115

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held Hybrid on Wednesday, February 28, 2024, at 1:00 p.m. in the Sullivan room.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary (via zoom); Don Bonn, Director, Arsenetta Hawthorne, Director, Laurie Farnworth, Director

Director’s Absent: None

Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors: In Sullivan room: Charlie Middleton, Jane Gervais, Maureen McCleary, Susan Mack, Ann Berman, Melinda Kelly, ~~Kim Roche, and Ashley Clark~~

Via Zoom: Ken Sorkin, (2 ASL Interpreters: Tammy & Rachel), Beverly Wright, Dennis Hawkins, David Mirch (CEO of Amicus Elevator Consultants).

1. Call to Order – Mr. Benefiel called the meeting to order at 1:01pm.
2. Approval of the Agenda – The agenda was approved, as amended.
3. Approval of the Regular Board Meeting Minutes – The January 31, 2024, Regular Board meeting minutes were approved as presented.
4. Unit Owner’s and Resident’s Open Forum –
-Time was provided for residents/unit owners to discuss items not included on the agenda.
5. Treasurer’s Report – – The treasurer’s report was presented and was distributed for the Board review. The Board approved the treasurer's report as presented.

A. Invoices approval: The treasurer presented the list of invoices for approval.

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

| INVOICE AMOUNT: | VENDOR INVOICE # DESCRIPTION |
|------------------------|---|
| \$3,500.00 | <u>LWMC Invoice #242453</u> PPD installed parking lot handicap signs. Dated: 2/14/2024 |
| \$4,600.00 | <u>LWMC Invoice # 242843-</u> Installed oil guard sump pump in Bldg. 92. Dated: 2/22/2024. |
| \$2,472.00 | <u>Dynaletic Invoice #48906-</u> Performed MD state elevator smoke and heat functions testing in coordination with Schindler elevator and 3 rd party inspector. MD state reporting forms completed for each building and placed in EMR's of each building. Dated: 8/10/2023 |
| \$1,777.00 | <u>Dynaletic Invoice # 51620-</u> B. 91-Requested system to be disabled and called out. Returned at appr. 4:30 after the water sprinkler system was restored and placed system back online. Dated: 2/6/2024 |

Resolution #109 2/28/2024

B. CD Resolution-

- Upon motion duly made, the Board agreed,

To rescind Resolution #101 dated January 31, 2024.

Resolution #110 2/28/2024

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note or CD with the entire proceeds of the Forbright Bank 5.15% CD that matures on March 1, 2024, and Paramount Bank 4.73% CD that matured on February 21, plus any interest earned as follows: one third for 12 months, one third for 24 months and one third for 36 months.

Resolution #111 2/28/2024

6. **Management Report-**

- A. Community Report- The community report was included in the board packets. for review. Ms. Sprinkle addressed all questions.
- B. Work requested- Ms. Sprinkle explained the spreadsheet that was included in the board packet listing all work required by M19B in February 2024 and the status of the work requested.
- C. Proposals:
 1. McFall and Berry #11955

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #11955 dated 2/2/2024 in the amount of \$1,300 for declining trees along the fence line: remove 4 declining ash trees, flush cut stumps, remove 2 split trees, flush cut stumps, and approval of payment upon receiving the invoices.

Resolution #112 2/28/2024

D. Ratify AWM Res. #107 2/5/2024.

- Upon motion duly made, the Board agreed,
To ratify the Action Without Meeting Resolution #107 dated 2/5/2024 approving the Dynalectric Fire Extinguisher Unit proposal dated Dec. 6, 2023, in the amount of \$1,669.00 and annual fire extinguisher unit test Aug. 1, 2023 – July 31, 2024.

Resolution #107 2/5/2024

7. Old Business –

- A. Submeter project- updates and report from the committee- Mr. Don Bonn shared some updates.
- Upon motion duly made, the Board agreed,
To authorize our Senior Property Manager Nancy Sprinkle to contact our attorney to request information on the submeter topic, for a cost not to exceed \$1,500.

Resolution #113 2/28/2024

- B. Amicus Elevator reinspection and new inspections-Mr. David Mirch attended our board meeting via zoom and addressed all questions asked.
- C. Roof Replacement in B. 89- Received a proposal from Welsh Roofing and are waiting on a second proposal requested 2/22/24 from Exterior Concepts, to decide.

8. New Business -

- A. Audit Situation – As of February 28, no audit firm has agreed to audit the 2023 accounting by Leisure World of Maryland, Inc., including the Mutuals.
- B. Mutual 19B Newsletter-
- Upon motion duly made, the Board agreed,
To restart the production of the Mutual 19 BEE monthly Newsletter with Mr. Don Bonn as the main editor. The board also agreed to reimburse Mr. Don Bonn \$74.19 for the purchase of the program (Microsoft Publisher) he will be using for the newsletter.

Resolution #114 2/28/2024

- C. Rules and regulations update- Don Bonn- asked all board members to review the Rules and regulations and point out any changes needed.
- D. Paint touch up (walls/brick) in building 92-
- Upon motion duly made, the Board agreed,

To authorize Senior Property Nancy Sprinkle, to do an inspection to check the condition of the paint on the wall/baseboards in all 7 buildings and make suggestions. Ms. Sprinkle will order 4 Bulletin boards from Amazon and get reimbursed from the mutual.

Resolution #115 2/28/2024

- E. Building Rep responsibilities/communication- Linda Baker will be the temporary building representative for building 89.
- F. Possibility of changing our Board Meeting to a different day of the week- Don Bonn will investigate the possibility/options of days of the week available and times to present to the board.

- 9. Correspondence- none
- 10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn shared some valuable information with the board members and residents at the meeting.
- 11. Building Representatives-Buildings representatives had the opportunity to share information about their individual buildings.
- 12. Monthly Meeting Date: Wednesday March 27, 2024, at 1:00 pm-
- 13. Meeting adjourned at: 4:48 pm

Rita M. Mastrococco, Secretary

Treasurer Report - For Statements Received From LWMC on 3/14/24 and 3/25/24

| | | | | | |
|-----------------------------|--|---------------------|-------------------------------|-----------------------------|----------------|
| <u>Cash Activity Report</u> | | | <u>Net Operating Expenses</u> | | |
| As of Feb 20, 2024 | | | February | | |
| Balance Forward | \$225,708.24 | | -\$22,389.00 | Unfavorable To Budget | |
| Receipts | \$184,190.44 | | Year To Date | | |
| Disbursements | <u>-\$195,286.80</u> | | \$3,611.00 | Favorable To Budget | |
| Cash Balance | \$214,611.88 | | | | |
| | | | | | |
| <u>Cash Investments</u> | | | <u>Reserve Expenditures</u> | <u>Transfer To Reserves</u> | |
| | As of 2/29/24 | As of 1/1/24 | Year To Date | Year To Date | |
| Replacement Reserve | \$1,802,964.12 | \$1,786,741.13 | \$21,671.00 | | |
| Maintenance Reserve | \$233,760.67 | \$227,380.49 | \$3,312.00 | | |
| Insurance Reserve | \$9,290.58 | \$891.67 | \$0.00 | | |
| Checking/ Money Market | <u>\$205,128.63</u> | <u>\$209,248.50</u> | | | |
| Totals | \$2,251,144.00 | \$2,224,261.79 | \$24,983.00 | \$55,985.00 | |
| | | | | | |
| | <u>Delinquent Report As Of 3/16/24</u> | | | | |
| | <u>Amount</u> | <u>Current</u> | <u>30 Days</u> | <u>60 Days</u> | <u>90 Days</u> |
| Totals | \$14,001.12 | \$3,615.45 | \$2,453.00 | \$1,344.00 | \$6,588.67 |
| | | | | | |

03/14/2024
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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/29/2024

| CURRENT PERIOD ACTUAL | MONTHLY BUDGET | VARIANCE | | YTD ACTUAL | YTD BUDGET | VARIANCE |
|--------------------------|-------------------|----------|------|---------------|---------------|----------|
| 156,237 | 156,237 | 0 | 5110 | 312,474 | 312,474 | 0 |
| 4,544 | 3,206 | 1,338 | 5111 | 10,085 | 6,412 | 3,673 |
| 90 | 0 | 90 | 5114 | 210 | 0 | 210 |
| 2,790 | 0 | 2,790 | 5200 | 24,983 | 0 | 24,983 |
| (27,484) | (26,148) | (1,336) | 5800 | (55,985) | (52,296) | (3,689) |
| 136,177 | 133,295 | 2,882 | | 291,767 | 266,590 | 25,177 |
| | | | | | | |
| 114 | 114 | 0 | 6112 | 228 | 228 | 1 |
| 7,553 | 7,553 | 0 | 6118 | 15,106 | 15,106 | 0 |
| 330 | 294 | (36) | 6118 | 660 | 588 | (72) |
| 0 | 0 | 0 | 6125 | 30 | 0 | (30) |
| 540 | 125 | (415) | 6138 | 540 | 250 | (290) |
| 8,537 | 8,086 | (451) | | 16,563 | 16,172 | (391) |
| | | | | | | |
| (85) | 0 | 85 | 6202 | 0 | 0 | 0 |
| 2,308 | 2,931 | 624 | 6202 | 4,615 | 5,862 | 1,247 |
| 1,912 | 1,912 | 0 | 6204 | 3,825 | 3,824 | (1) |
| 0 | 208 | 208 | 6204 | 0 | 416 | 416 |
| 0 | 308 | 308 | 6204 | (2,472) | 616 | 3,088 |
| 983 | 500 | (483) | 6209 | 1,668 | 1,000 | (668) |
| 0 | 42 | 42 | 6211 | 0 | 84 | 84 |
| 0 | 333 | 333 | 6211 | 0 | 666 | 666 |
| 0 | 117 | 117 | 6211 | 0 | 234 | 234 |
| 0 | 833 | 833 | 6211 | 0 | 1,666 | 1,666 |
| 0 | 2,000 | 2,000 | 6214 | 0 | 4,000 | 4,000 |
| 314 | 318 | 4 | 6224 | 507 | 636 | 129 |
| 5,431 | 9,502 | 4,071 | | 8,142 | 19,004 | 10,862 |
| | | | | | | |
| 3,073 | 3,176 | 103 | 6301 | 6,251 | 6,352 | 101 |
| 0 | 1,073 | 1,073 | 6301 | 0 | 2,146 | 2,146 |
| 49,797 | 23,952 | (25,845) | 6301 | 65,079 | 51,896 | (13,183) |
| 0 | 4,882 | 4,882 | 6301 | 0 | 9,764 | 9,764 |
| 14,936 | 8,302 | (6,634) | 6303 | 23,126 | 16,604 | (6,522) |
| 67,806 | 41,385 | (26,421) | | 94,456 | 86,762 | (7,694) |

03/14/2024
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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/29/2024

| CURRENT PERIOD | MONTHLY | YTD | YTD | VARIANCE | YTD | VARIANCE |
|----------------|---------|---------|----------|----------|----------|----------|
| ACTUAL | BUDGET | ACTUAL | BUDGET | | BUDGET | |
| 0 | 167 | 0 | 334 | 167 | 334 | 334 |
| 667 | 667 | 1,334 | 1,334 | 0 | 1,334 | 0 |
| 667 | 834 | 1,334 | 1,668 | 167 | 1,668 | 334 |
| 82,441 | 59,807 | 120,494 | 123,606 | (22,634) | 123,606 | 3,112 |
| 0 | 0 | 21,671 | 0 | 0 | 0 | (21,671) |
| 1,202 | 0 | 1,450 | 0 | (1,202) | 0 | (1,450) |
| 918 | 0 | 1,003 | 0 | (918) | 0 | (1,003) |
| 85 | 0 | 85 | 0 | (85) | 0 | (85) |
| 585 | 0 | 774 | 0 | (585) | 0 | (774) |
| 2,790 | 0 | 24,983 | 0 | (2,790) | 0 | (24,983) |
| 51,431 | 51,431 | 102,862 | 102,862 | 0 | 102,862 | 0 |
| 51,431 | 51,431 | 102,862 | 102,862 | 0 | 102,862 | 0 |
| 14,680 | 14,833 | 29,361 | 29,666 | 153 | 29,666 | 305 |
| 4,963 | 4,963 | 9,927 | 9,926 | 0 | 9,926 | (1) |
| 5,527 | 5,527 | 11,053 | 11,054 | 0 | 11,054 | 1 |
| 25,170 | 25,323 | 50,341 | 50,646 | 153 | 50,646 | 305 |
| 161,832 | 136,561 | 298,680 | 277,114 | (25,271) | 277,114 | (21,566) |
| (25,655) | (3,266) | (6,913) | (10,524) | (22,389) | (10,524) | 3,611 |

MUTUAL 19B
CASH INVESTMENTS
February 29, 2024

| | INSTITUTION | YIELD RATE | PAR VALUE | MATURITY DATE | REPLACEMENT RESERVE | MAINTENANCE RESERVE | INS DEDUCTIBLE RESERVE | OTHER | TOTAL |
|--------------------------------|-----------------------|------------|------------|---------------|---------------------|---------------------|------------------------|-------------------|---------------------|
| UNALLOCATED FUNDS: | | | | | | | | | |
| | BANK OF AMERICA | | | | | | | 214,611.88 | 214,611.88 |
| ALLOCATED FUNDS: | | | | | | | | | |
| MONEY MARKETS | | | | | | | | | |
| | JOHN MARSHALL BANK | 1.65% | | | 99,275.87 | 44,534.58 | 9,236.00 | | 153,046.45 |
| | PACIFIC NATIONAL BANK | 3.99% | | | 36,528.19 | 190,811.32 | 54.58 | | 227,394.09 |
| CERTIFICATES OF DEPOSIT | | | | | | | | | |
| 100041 | PARAMOUNT BANK | 4.73% | 168,280.93 | 02/21/2024 | 176,401.29 | | | | 176,401.29 |
| 100051 | FORBRIGHT BANK | 5.15% | 56,716.65 | 03/01/2024 | 59,702.95 | | | | 59,702.95 |
| 100044 | PRESIDENTIAL BANK | 0.60% | 150,000.00 | 09/12/2024 | 150,000.00 | | | | 150,000.00 |
| 100045 | CATHAY BANK | 0.45% | 150,000.00 | 09/16/2024 | 150,000.00 | | | | 150,000.00 |
| 100014 | FIRST INTERNET BANK | 0.80% | 150,000.00 | 11/14/2024 | 154,728.44 | | | | 154,728.44 |
| T-NOTES | | | | | | | | | |
| 100047 | 3 Year T-Note | 2.875% | 109,000 | 6/15/2025 | 108,838.34 | | | | 108,838.34 |
| 100048 | 3 Year T-Note | 3.125% | 158,000 | 8/15/2025 | 157,654.63 | | | | 157,654.63 |
| 100049 | 3 Year T-Note | 4.250% | 95,000 | 10/15/2025 | 94,842.06 | | | | 94,842.06 |
| 100050 | 3 Year T-Note | 4.500% | 109,000 | 11/15/2025 | 108,682.71 | | | | 108,682.71 |
| 100052 | 3 Year T-Note | 4.125% | 127,000 | 6/15/2026 | 126,727.05 | | | | 126,727.05 |
| 100053 | 3 Year T-Note | 4.625% | 114,400 | 6/15/2026 | 114,050.53 | | | | 114,050.53 |
| 100054 | 3 Year T-Note | 4.625% | 103,000 | 11/15/2026 | 102,783.33 | | | | 102,783.33 |
| 100055 | 3 Year T-Note | 4.625% | 152,000 | 11/15/2026 | 151,680.25 | | | | 151,680.25 |
| | DUE TO FROM: | | | | 11,068.48 | (1,585.23) | 0.00 | (9,483.25) | |
| TOTAL | | | | | 1,802,964.12 | 233,760.67 | 9,290.58 | 205,128.63 | 2,251,144.00 |

Current Staff Priorities

- Phone system status
- Waiting on state grant funding for Culvert project
- Working on transportation grant funding
- Weichert lease extension
- Hired Lifestyle Director-Kandl Robinson
- Hired CFO-Andrew Wierzbic, CPA

Project Status Updates

Administration Building

- Warfel has a new source for the delayed switch gear equipment that will allow an earlier project completion pending timely completion of utility service equipment connections.
- Additional landscape islands construction is in progress with a new sidewalk connecting LWB to the golf pro shop will follow. The three bio-retention dry ponds near the north end and behind the building are being graded, clay liner and outflow are being installed. The surrounding grade will be stabilized with sod to prevent silt erosion. New curbs will be placed along the building's front elevation along with retaining wall construction at the grade change between the upper and lower-level entrances. Landscaping to follow in late April and early May.
- The exterior wall cladding of stone and siding installation is complete and remains only at the upper-level entrance that requires interface with the steel canopy structure. Storefront doors will be installed in early May.
- HVAC roof-top equipment emergency power generator will be crane installed in early April. Heating boilers, sprinkler control valves, fire alarm systems installation work is in progress. Elevator equipment installation to begin next week. Low voltage system installations for door locks, IT data, and security cameras are in progress.
- Drywall partition wall closure and finishing is completed on the lower level and in progress on the upper level with gypsum soffits. Suspended ceiling system grids have been installed with diffuser drops and sprinkler head placements.
- Millwork and cabinetry are installed and protected on the lower level with upper level to follow.
- Interior furniture with delivery and installation scheduled for the end of May with building occupancy scheduled for early to mid-June.
- Once vacated, the existing Admin Building will have asbestos abatement, after which the building will be demolished, and the site regraded for construction of new parking.

Gleneagles Drive Culvert Replacement

- Completed
- Fencing installed for pedestrian safety, and adjacent curbs and sidewalks have been replaced and are now useable.

Security

- Two of the three Resident ID printers arrived March 15. The department received training on the operation of the software
- The two speed signs arrived, and the department received training on software operation

Transportation

- We were back to three buses running mid-March.
- Two additional grants for pedestrian safety are in the works.

Physical Properties

In February 2024:

- | | | |
|----------------------------------|------------------------------------|------------------------|
| • Number of calls | 2,503 | (Jan. 2024: 2,954) |
| • Labor and material revenue | \$318,347 | (Jan. 2024: \$367,563) |
| • Labor and material revenue YTD | \$685,910 | (YTD 2023: \$611,923) |
| • Service contracts YTD | 1,378 / \$839,703 | |
| • Work orders | 991 | (Feb. 2023: 974) |
| • Work orders YTD | 2,259 | (YTD 2023: 2,165) |
| • New contracts for Willson LLC | \$377,676; 33 appointments | |
| • Open positions | 2 (1 plumber, 1 sanitation helper) | |

Upcoming Events

- | | |
|--|----------------------|
| • Saturday, April 20, various times, Clubhouse II Auditorium | Jazz Fusion Weekend |
| • Saturday, May 4, from 9:30am-2pm, Clubhouse I | Flea Market |
| • Sunday, May 5, from 4-8pm, Clubhouse I | Cinco de Mayo & band |
| • Wednesday, May 8, from 1:30-4pm, Clubhouse I | Afternoon Tea |
| • Thursday, May 30, from 6:30-8:15pm, Clubhouse II | Comedy, Magic, Mind. |

Human Resources

New Hires in February 2024:

- | | | |
|--------------------|--------------------|-------------------------|
| • Campbell, Andre | Shuttle Bus Driver | Transportation Services |
| • Risal, Rahul | Property Manager | The Overlook |
| • McIntosh, Kamran | Gate Guard | Security |
| • Tindell, Brenda | Receptionist | Lifestyle |
| • Christmas, Kamin | HVAC Technician | HVAC |
| • Hipkins, John | Gate Guard | Security |
| • Brice, Jahleel | Gate Guard | Security |
| • Black, Sandra | Receptionist | Lifestyle |