



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, Mastrorocco, Goldsborough, Lewis, Barr)-
2. Approval of the Agenda-
3. Community Report-(Attachment)----- 1-2
4. Approval of Minutes – November 30, 2022, Board Meeting Minutes (Attachment)-3-6
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-(Attachment)-----7
 - a. Invoice Approval (Attachment)----- 8-13
 - b. Investment Activity Approval-(Attachment)-----14
7. Unfinished Business –
 - a. Building 91 updates, false alarms, defective heat sensors, step ramp for wheel chair, more..
 - b. 2023 Budget dated 10-30-22, M&O Agreement, Letter dated Dec. 19, 2022
 - c. Bylaw amendments voting follow-up
 - d. Update on the storm water drains between Bldgs. 90 & 91, root ball removal
 - e. New Year’s Party arrangements for Jan. 15, 2023
8. New Business –
 - a. Ratify AWM Res #92 and #93 (attachment)-----15-16
 - b. Fire Code Compliance (FCC) inspections
 - c. ABM-Santana-(Attachment) -----17-20
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, January 25, 2023 – 1:00 P.M.
13. Meeting Adjournment:



Res. 83-91

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, November 30, 2022, at 1:00p.m. in the Sullivan room.

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

Directors Absent: John Barr, Director

Management: Robert Alonso, LW CFO, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charlie Middleton, Jane Gervais, Connie Costa, Donald Bonn, Zuli Russi and George Samara

Via Zoom: Dennis Hawkins, Laurie Farnsworth, Randy Bosin, Rhona Bosin, Janet Lazar

1. Call to Order – Mr. Benefiel called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda was approved, as presented.
3. Community Report – Mr. Alonso presented the November 2022 Community Report and addressed all questions asked.
4. Approval of October 26, 2022, Regular Board Meeting Minutes – October 26, 2022, regular Board meeting minutes were approved as presented.
5. Unit Owner’s and Resident’s Open Forum –
 - Ms. Zuli Russi expressed that she has been experiencing a personal aggression, someone left a not too nice notice on her car windshield, also, someone throw an egg on the passenger side of her car. She reported it to security already.
 - Resident reported that Exit signs are all falling in building 89, Mutual assistant will ask PPD if it is possible to relocate them.
 - Mr. Bosin expressed concern about his email to the board about the increase on the condo fee and utilities.
 - Mr. Charlie Middleton expressed concern with a car parked with expired tag from a resident who died while back. Mr. Dunn will contact and report it to security.

6. Treasurer's Report – The treasurer's report was presented and was 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
1,270.20	<u>McFall and Berry Invoice #218417-</u> Fall Annual flower planting, supply and install chosen fall flowers into predetermined beds. Dated: 10/27/2022
\$2,475.00	<u>McFall and Berry Invoice # 2179545-</u> 15210 ElkrIDGE Way building 91 front of building; damage to turf from the construction is 4200 sq.ft. price includes regrading area with holes and damage to grade then supply and install 2.5 yds. Of topsoil mix, grade, seed and apply curlex. Dated: 9/30/2022

Resolution #83 11/30/2022

7. -Unfinished Business –

- A. Building 91 updates, including Schindler elevator and follow-up, defective heat sensors, new lobby directory of residents, lobby furniture, more..
Mr. Samara is requesting the repaint of the parking lot lines and numbers for building 91. Mr. Jack Dunn offers to contact Mr. Veirs to get a proposal. Mr. Charlie Middleton expressed that Minkoff company should be fixing all the mistakes with building 91.
- B. Schindler Elevator Modernization project: updates for Building 90- Mr. Benefiel reported the Ms. Maureen McCleary informed him that the elevator is working fine. The container in the Beaverbrook Court parking lot was removed on Nov. 28, 2022.
- C. Bylaw amendments voting follow-up-Mutual assistant will print proxy envelope and ballot sheet for all the residents who have not responded to any of the mailings mailed out since September 2022. All building representatives will pick up the information from the mutual assistant desk when ready and will personally distribute it to those unit owners.
- D. Budget for 2023 M&O Agreement:

-Upon motion duly made, the Board agreed,

To not sign the 2023 M & O Agreement until the 3M's (an organized group of master meter mutuals) requested meeting with Mr. Kimble takes place, but if the outcome does not go as planned, the president of Mutual 19B will sign the M&O agreement: 4 board members in favor, 1 board member against, and 1 board member abstained.

Resolution #84 11/30/2022

- E. Updates on the storm water drains between buildings 90 & 91- The board is still waiting, Mr. Benefiel will follow up on it.

8. New Business –

- a. Ratify Action Without Meeting Res #78, 79, 80, 81, and #82

-Upon motion duly made, the Board agreed,

To ratify Action without meetings resolutions numbers #78, to approve Dynalectric proposal dated 11/4/2022 in the amount of \$3,630.00; #79 to approve Mutual 19B proposal for distribution Comcast refund; #80 to approve Dynalectric proposal dated 11/4/2022 in the amount of \$2, 839.00; #81 to approve Welsh Roofing Company proposal dated 11/22 in the amount of \$7,150.00; #82 to approve Dynalectric fire extinguishers service proposal in the amount of \$906.00.

Resolution #85 11/30/2022

- b. Request for reimbursement (invoice) from a resident affected by the elevator project in building 90:

-Upon motion duly made, the Board agreed,

The board agreed to reimburse for the stay for a resident affected by the elevator project in building 90 in the amount of \$3000.00. 15311 Beaverbrook Ct. Unit 3K (all invoices/payment provided to the board).

Resolution #86 11/30/2022

- c. Insurance Claim:

-Upon motion duly made, the Board agreed,

The board agreed to pay LWMC for the insurance claim dated 11/7/2022 at 15201 Elkridge Way 93-1D in the amount of \$8,816.64. Minkoff restored damaged flooring caused by a common condensate pipe leaking and caused floor and wall damage to unit 1D.

Resolution #87 11/30/2022

- d. Proposal-McFall and Berry

-Upon motion duly made, the Board agreed,

To approve McFall and Berry landscaping proposal #L22059MA dated 10/20/2022 in the amount of \$2,920.00 for 2023 recommendations.

Resolution #88 11/30/2022

- e. Proposal-Dynalectric- posted for next meeting.
- f. Annual Gifts

-Upon motion duly made, the Board agreed,

Approved annual holiday gifts for the following in the following amounts: Danesca Pineda \$300.00, Brenda Callejas \$300.00, Francisca Ortiz \$100.00, Aaron Tenley \$200.00, Leslie Vizzi \$200.00, Lee Shields \$200.00, (2 Housekeepers @\$300.00 each total of \$600.00), (Trash Collectors @ \$100.00 each total of \$500.00) Grand total of \$2,400.00

Resolution #89 11/30/2022

- g. 7 Poinsettias for each building lobby at \$21 each – Ms. Jane Gervais

-Upon motion duly made, the Board agreed,

To approve reimbursement to Mr. or Mrs. Gervais for the purchase of 7 poinsettias (one for each building lobby) at \$21 each plus tax.

Resolution #90 11/30/2022

- h. ABM- 15210 1H

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Ritzenberg at 15210 Elkridge Way unit 1H for sliding door glass, door interior.

Resolution #91 11/30/2022

- 9. Correspondence- included in the board member's packet.
- 10. Leisure World Board of Directors and Advisory Committee Reports-
- 11. Building Representatives: Mr. Bonn will get a proposal for a building 88 bench. Ms. Mastrococco reported that her building 92 is doing well. Mr. Lewis will create a list for all building reps for their unit/residents. Mutual Assistant will ask Security how accurate the UDB system is with the resident information. Mutual assistant will email Ms. Mastrococco a list of the names and addresses of her building residents/unit owners.
- 12. Monthly Meeting Date: Wednesday December 28, 2022, at 1:00pm
- 13. Meeting adjourned at 4:45 PM.

Rita M. Mastrococco, Secretary

Mutual 19B - December 28, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 11/1/22	\$ 187,119.25
Total Receipts - November	140,919.68
Total Disbursements - November	<u>(164,496.86)</u>
Balance - 11/30/22	\$ 163,542.07

Net Operating Expenses

Year To Date - 11/30/22	\$ 34,900	Unfavorable To Budget
Month of November - 2022	\$ 16,889	Unfavorable To Budget

Cash Investments

	<u>11/30/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,703,488.63	\$1,841,362
Maintenance Reserve	222,967.67	226,827
Insurance Deductible Reserve	15,005.84	27,795
Other	<u>48,467.39</u>	<u>67,192</u>
Total	\$1,989,929.53	\$2,163,176

Delinquent Report (as of December 16, 2022)

- 8 accounts (not from Bldg. #91) have charges of \$6,536.24.
 - \$2,039.25 of the \$6,536.24 are for two insurance claims.
 - \$2,272.00 of the \$6,536.24 are current charges from 4 accounts.
 - \$2,224.99 left, \$782 from 2 > 30 days, \$1,441 from 2 > 60, \$1.99 from 2 > 90)
 - There are 4 accounts from Bldg. #91 totaling \$5,211.48.
 - 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 = \$13,174.12

Reserve Expenditures - YTD 11/30/22

Replacement Reserve	\$ 282,166
Maintenance Reserve	89,766
Insurance/Legal	<u>0</u>
Total	\$ 371,932

To Reserves YTD 10/31/22

\$217,532

12/19/2022
4:34 PM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	1,428,009	1,428,009	0
1,913	472	1,441	16,938	5,192	11,746
60	0	60	885	0	885
(2,829)	0	(2,829)	11,315	0	11,315
9,756	0	9,756	371,932	0	371,932
(20,154)	(18,454)	(1,700)	(217,532)	(202,994)	(14,538)
118,565	111,837	6,728	1,611,546	1,230,207	381,339
0	0	0	19	0	(19)
88	88	1	963	968	6
0	0	0	4,250	4,250	0
14,642	12,445	(2,197)	145,683	136,895	(8,788)
0	0	0	726	0	(726)
286	275	(11)	3,147	3,025	(122)
0	0	0	300	0	(300)
0	0	0	857	0	(857)
520	933	413	5,720	10,263	4,543
12	0	(12)	422	0	(422)
0	208	208	700	2,288	1,588
15,547	13,949	(1,598)	162,785	157,689	(5,096)
2,931	2,686	(245)	29,307	29,546	239
1,857	1,857	0	20,260	20,427	167
4,715	167	(4,548)	8,997	1,837	(7,160)
0	111	111	4,743	1,221	(3,522)
1,278	250	(1,028)	7,244	2,750	(4,494)
0	333	333	3,318	3,663	345
57	250	193	2,383	2,750	367
0	33	33	0	363	363
6,367	480	(5,887)	6,367	5,280	(1,087)
2,925	1,167	(1,758)	24,785	12,837	(11,948)
187	187	0	2,697	2,057	(640)
20,316	7,521	(12,795)	110,101	82,731	(27,370)
7,507	2,640	(4,867)	37,028	29,040	(7,988)
0	(669)	(669)	0	(7,359)	(7,359)

12/19/2022
4:34 PM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2022

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	YTD	VARIANCE	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
13,073	13,020	140,498	143,220	140,498	143,220	2,722
1,002	1,115	10,966	12,265	10,966	12,265	1,299
5,789	4,971	61,158	54,681	61,158	54,681	(6,477)
668	561	7,396	6,171	7,396	6,171	(1,225)
668	953	9,487	10,483	9,487	10,483	996
148	208	2,164	2,288	2,164	2,288	124
28	27	304	297	304	297	(7)
309	309	3,395	3,395	3,395	3,395	0
3,942	3,942	43,358	43,358	43,358	43,358	0
865	865	9,517	9,517	9,517	9,517	0
1,392	1,392	15,316	15,316	15,316	15,316	0
0	657	0	7,227	0	7,227	7,227
45,964	45,502	506,057	500,521	506,057	500,521	(5,536)
TOTAL COMMUNITY FACILITIES						
6,017	5,773	65,663	63,503	65,663	63,503	(2,160)
5,039	5,039	55,429	55,429	55,429	55,429	0
520	0	5,536	0	5,536	0	(5,536)
557	189	5,981	2,079	5,981	2,079	(3,902)
4,250	4,250	46,750	46,750	46,750	46,750	0
371	118	1,027	1,298	1,027	1,298	271
297	0	437	0	437	0	(437)
(260)	0	(3,073)	0	(3,073)	0	3,073
(816)	0	(4,227)	0	(4,227)	0	4,227
557	0	5,276	0	5,276	0	(5,276)
(371)	0	(268)	0	(268)	0	268
0	231	0	2,541	0	2,541	2,541
16,159	15,600	178,531	171,600	178,531	171,600	(6,931)
TOTAL MUTUAL OPERATING						
136,090	112,472	1,647,056	1,230,817	1,647,056	1,230,817	(416,239)
(17,524)	(635)	(35,510)	(610)	(35,510)	(610)	(34,900)
TOTAL EXPENSES						
INCOME/DEFICIT						

MUTUAL 19B
CASH INVESTMENTS
 November 30, 2022

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							163,542.07	163,542.07
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	0.45%			844.05	51,292.74	835.01		52,971.80
PACIFIC NATIONAL BANK	1.51%			54,146.06	172,468.95	14,170.83		240,785.84
CERTIFICATES OF DEPOSIT								
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	56,413.69				56,413.69
100035 FORBRIGHT BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	113,596.10				113,596.10
100039 CAPITAL BANK	0.35%	151,284.98	10/05/2023	151,284.98				151,284.98
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
100041 PARAMOUNT BANK	0.75%	165,177.88	01/21/2023	167,963.41				167,963.41
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
DUE TO FROM:								
				115,868.70	(794.02)		(115,074.68)	
TOTAL				1,703,488.63	222,967.67	15,005.84	48,467.39	1,989,929.53

***T-Note #50 Purchase 11/15/2022 at a rate of 4.5% in the amount of \$108,682.71 to be recorded in December



Community Report

Community Financials

Year to date: Net Revenue over Expenses is unfavorable to budget by \$286,720

Income:	375,063 <i>Unfavorable to budget</i>
Expenses:	88,343 <i>Favorable to budget</i>
Net Income:	286,720 <i>Unfavorable to budget</i>

Summary for Month of October: Net Revenue over Expenses is unfavorable to budget by \$9,831

Income:	36,640 <i>Unfavorable to budget</i>
Expenses- Salary/ Benefits:	22,260 <i>Favorable to budget</i>
Expense-Overhead:	4,549 <i>Favorable to budget</i>
Net Income:	9,831 <i>Unfavorable to budget</i>

Net Revenue over Expenses is unfavorable by about \$287k year to date, a slight increase of about \$9,800 over September. Management has been focused on cost containment efforts, as demonstrated in expenses coming in below budget. Budget favorability is increasing within Administration, Community Services, and Golf. The unfavorable budget variance has decreased for Recreation Operations, due primarily to the clubhouse and communications.

Revenue across all departments is unfavorable to budget by about \$375k, of which the PPD revenue decline is about \$348k. The PPD revenue decline has increased by about \$45k from September.

Expenses are favorable by about \$88k. Management continues to be focused on cost containment efforts, as demonstrated by October's results. However, these efforts are stymied by certain expenses that can't be reduced over budget. Utilities continue to be unfavorable to budget by about \$80k. Had utilities come in at budget, the expenses would have been favorable by \$168k, and the overall deficit would have been \$207k.

Management has shared that the revenue decline is due mainly to how labor was treated for capital projects. The current procedure is to create revenue for all labor used for capital projects. The assumption of the % of staff time for capital projects has been over-inflated, and management is using actual time for the allocation. In 2023, we will not be creating a revenue entry for these types of situations.

Property Transfers

	<u>Current Month</u>		<u>Year-to-Date</u>	
	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
Total property transfer for October:	33	29	376	379
Total transfer contributions:	\$151,406	\$221,607	\$1,697,160	\$2,671,059

Current Staff Priorities

New Property Management/ Accounting Software – We have selected CINC software for our property management and accounting needs.

The General Manager is looking for volunteers that have experience in grant writing for various projects in the community.

M&O Agreements are being finalized with the Mutuals.

Gate Access

A schedule has been made for RFID installations to be completed by the end of the year.

Gleneagles Drive Culvert – Stormwater Management – O’Connell and Lawrence Civil Engineer (O’C&L)

Precast concrete shop drawings and submittal preparation are in process with box culvert fabrication to begin once approved by O’Connell & Lawrence. County sediment control construction permits are in review with DPS and permit release dependent on construction sequencing modification. Full roadway closure is expected once excavation begins and will continue until surface pavement is completed.

Project Status Update

Admin Building –

The M-NCPPC (Maryland National Capital Parks and Planning Commission) had a public hearing on Thursday, November 10th at the County’s Wheaton headquarters. LWMC’s project #82017012B was approved by the commission.

<https://eplans.montgomeryplanning.org/daiclinks/pdoxlinks.aspx?apno=82017012B&projname=Leisure%20World%20Admin%20Building>

Construction/design documents remain in review for building permit approval with Montgomery County. Warfel Construction subcontractor bids and project total cost will be presented to LWMC for acceptance in late November. The Owner / Contractor contract, expected to be signed in December, will occur ahead of year-end construction cost increases. The construction will start in March 2023 with contractor site prep and mobilization to occur in February.

HR Corner - New Hires in September

- Irby, Eric A. – Assistant Building Engineer (Mutual 17A Fairways South)
- Lewis, Antwan J. – Special Police Officer (Security)
- Bodrick, Barbara Sintrell – Gate Guard (Security)
- Colvin, Tayla N. – Gate Guard (Security)
- Gendlemen, Jill M. – Receptionist (Lifestyle)