



**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 – December 28, 2022, Board Meeting Minutes (Attachment)-3-6
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-
  - a. Invoice Approval (Attachment)----- 7-14
7. Unfinished Business –
  - a. Building 91 updates, false alarms, defective heat sensors, Minkoff, more..
  - b. Bylaw amendments voting follow-up.
  - c. Update on the storm water drains between Bldgs. 90 & 91, root ball removal
  - d. New Year’s Party, Jan. 15, 2023, report-(attachment)-----15
  - e. Dynalectric fire safety systems proposal for 2022, review and revise to reflect invoices received and paid in 2022; proposals for 2023 & 2024 (Attachment)---16-18
  - f. ABM-Santana, exterior venting request [attachment]-19-22
8. New Business –
  - a. Fire Code Compliance (FCC) inspections
  - b. PPD proposal for smoke detector replacement in 180 units at \$45 per unit [attachment]-23
  - c. PPD Maintenance Agreement for 2023 [attachment]-24
  - d. Annual Meeting; Call for Candidates; Candidates applications
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, February 22, 2023 – 1:00 P.M.
13. Meeting Adjournment:



Res. 94-101

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, December 28, 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: Bob Kimble, General Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charlie Middleton, Jane Gervais, Donald Bonn, Virginia Austin, and Maureen McCleary

**Via Zoom:** Dennis Hawkins, Laurie Farnsworth, Janet Lazar, JoAnn Grant, Arsenetta Hawthorne, Lynne Margolies, Laura Rittenberg

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. Community Report – Mr. Kimble presented the December 2022 Community Report and addressed all questions asked.
4. Approval of November 30, 2022, Regular Board Meeting Minutes – November 30, 2022, regular Board meeting minutes were approved as presented.
5. Unit Owner’s and Resident’s Open Forum –
  - Ms. Hawthorne asked what would happen if the board decided not to approve/sign the M&O-Mr. Benefiel explained it to her.
  - Mr. Lewis expressed frustration about PPD service and he said this has been happening since 2017, this is not new with the work order and any other request. He hopes that now with a new manager in place this can be taken care of next year.
  - Mr. Middletown expressed concern about people parking on visitor’s space which are not assigned to their buildings.
  - Mr. Bonn volunteer to get all 7 buildings inspection certificates from Mutual Assistant and installed them in the elevators.

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
7,150.00	<b><u>Welsh Roofing Co. LLC. Invoice # 301-774-2167 Dated 12/9/2022</u></b> -Roof repair and gutter cleaning in 15310, 15311, 15300 Beaverbrook Ct. and 15201, 15211, 15210 Elkridge Way. Remove and replace all damaged or missing shingle tabs on all 7 buildings. Dated: 12/9/2022 <b><u>Resolution #94 12/28/2022</u></b>
\$1,525.57	<b><u>Minkoff Company Invoice # 53-0228822 dated 11/7/2022</u></b> - Kitchen drywall repairs and paint at 15211 Elkridge Way unit 2J. Dated: 11/7/2022. <b><u>Resolution #95 12/28/2022</u></b>
\$1,450.00	<b><u>McFall and Berry Invoice # 218934</u></b> - Tree work 15300 Beaverbrook Ct. take down and remove the large dead Oak tree. All material to be disposed of grind stump down. <b><u>Resolution #96 12/28/2022</u></b>
\$1,175.00 and \$647.00 <b>total \$1,822.00</b>	<b><u>Dynalectric Invoice #45484 And Invoice #45594</u></b> Went to site to troubleshoot 3 <sup>rd</sup> floor stairs 2 flow troubles followed up with emails and calls in Building 91. <b>Approve to pay upon receiving the invoices with the correct addresses where the services were conducted. Approve to request reimbursement to Mutual 19B from Minkoff Company.</b> Dated: 12/7/2022 <b><u>Resolution #97 12/28/2022</u></b>

b. Investment Activity Approval-

- 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 Paramount Bank CD that matures on January 21, 2023, plus any Interest earned at the best available rate for 12 months.

**Resolution #98 12/28/2022**

7. -Unfinished Business –

- A. Building 91 updates, false alarms, defective heat sensors, **step ramp for wheelchair- Tabled for next board meeting in January 2023.**

- Upon motion duly made, the Board agreed,

To request a walk through with Minkoff for building 91, which they said they will do, but have not done yet.

**Resolution #99 12/28/2022**

- B. 2023 Budget dated 10/30/2022, M&O Agreement, letter dated Dec 19, 2022-

-Upon motion duly made, the Board agreed, **(this was agreed on at the Nov 30, 2022 board meeting)**

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/approve the M&O agreement and budget: 4 board members in favor, 1 board member against, and 1 board member abstained.

**Resolution #100 12/28/2022**

- C. Bylaw amendments voting follow-up-Mutual assistant will asked for a recount of the proxy envelopes votes sometime in January 2023 once all proxy envelopes have been received and provide the board with the latest updated numbers.

- D. Updates on the storm water drains between buildings 90 & 91- The board is still waiting for an update.

- E. New Year's party arrangement for January 15, 2023- Ms. Maureen McCleary provided handouts with all the details information.

- F. Dynalectric proposal-

-Upon motion duly made, the Board agreed,

To ask Mr. Gervais our Treasurer will contact Dynalectric to request a revised proposal that will only include work to be done for 2023 and 2024, the board decided to continue to pay 2022 Dynalectric invoices upon receiving them.

**Resolution #101 12/28/2022**

8. New Business –

- a. Ratify Action Without Meeting Res #92 and #93

-Upon motion duly made, the Board agreed,

To ratify Action without meetings resolutions numbers #92, To approve Minkoff Company Invoice # Federal Tax ID: 53-0228822, dated 12/1/2022 for Roof Shingles, Elevator extras Siding /Soffit, Lobby lighting, Fire extinguisher in

15210 Elkridge Way in the amount of \$ 16,899.71. Documents attached for all scope of work and details.

And #93 To approve McFall and Berry Landscape proposal dated 12/6/2022 in the amount of \$3,972.80 for annual flower planning will include: removal of all fall flowers from the bed(s) and complete tilling installation of flowers. Granular fertilization, re-edging and mulching of the beds, watering of all flowers at installation. Deer repellent spraying. Please see attached document for the complete scope of work for this project.

**Resolution #92 12/6/2022 and #93 12/7/2022**

- b. Fire Code Compliance (FCC) Inspections- Mr. Polimeni provided Mutual Assistant the list of FCC permit numbers and updated the system to contact mutual assistant whenever information is needed. Mutual Assistant will call the Permit Technicians Directly and Let him/her know we would like to have all of these placed on one invoice so you we can make one payment.
  - c. ABM- 15311-unit 1E- pending approval for next board meeting (required document and neighbors signature pending).
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports- no meeting during the month of December. 2022.
11. Building Representatives: Mr. Bonn provided a follow up with the proposal for a building 88 bench which it will cost approximately \$1,400 each. Mr. Bonn will follow up with PPD about lights out work order and keep Mutual Assistant and Mr. Dunn inform. Mr. Dunn informed the board and residents that they are working on making a committee to work on how to address/solve the electric meter issues.
12. Monthly Meeting Date: Wednesday December 28, 2022, at 1:00pm
13. Meeting adjourned at 3:57 PM.

---

Rita M. Mastrorocco, Secretary

Mutual 19B - January 25, 2023 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

No Mutual 19B financial reports were submitted by Leisure World.

January 13, 2022

## Community Report

### Current Staff Priorities

- Completion of standard operating procedures (SOPs).
- Correction of audio/visual equipment needed for meetings
- Upgrade to LWMC phone system
- Implementation of key performance indicators for each operating department
- Auditorium sound system upgrade

### Gate Access

Make-up days for those who missed their first opportunity to receive the RFID have been scheduled from 9:30am – 12:30pm in Clubhouse II on the following dates:

- January 18<sup>th</sup>
- January 25<sup>th</sup>
- February 1<sup>st</sup>

Sign-up by emailing Ms. Hopkins at [ahopkins@lwmc.com](mailto:ahopkins@lwmc.com) or call the Security Office at 301-598-1355. Each session is limited to 80 residents, so signing up is mandatory.

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

O’Connell & Lawrence, civil engineers, received Montgomery County and MDE floodplain approval in late November. A floodplain district permit was applied for in early December. The sediment control plans were resubmitted for approval by Montgomery County to address the revised construction sequence in response to discovered underground electric power lines. Proposed revisions were accepted and approved to allow permit issuance once fees are paid.

Culvert sectional precast shop drawing preparation is in process.

The culvert and roadway stability is monitored continuously by PPD staff for settlement.

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) public hearing on November 10<sup>th</sup> voted to approve LWMC's #82017012B submitted minor amendment site plan. The revised site plan was officially approved by Resolution at M-NCPPC's December 1<sup>st</sup> meeting. Stantec revised the 12 site plan amendment drawings and provided them to M-NCPPC for certification with signatures and recordings. On December 1<sup>st</sup>, Bob Kimble, general manager, signed the AIA 101 Standard Form of Agreement between the Owner and Contractor where the basis of payment is a Stipulated Sum. Warfel is in the process of providing a Schedule of Values, a timeline Critical Path Schedule, and a materials & equipment Submittal Schedule to ensure long-lead items are approved, obtained at a fair cost, and available within an adequate time frame.

Stantec Consulting and Warfel Construction are in the process of preparing site improvement and sediment control performance bond exhibits and cost estimates. Once accepted by M-NCPPC, our insurance consultant, USI, will prepare bond documents, which will allow for the release of the building permits with fee payment.

Construction/design documents remain in review for building permit approval with Montgomery County. The construction mobilization will begin in March 2023 with contractor site prep and excavation to begin in April.

## HR Corner - New Hires in December

- Aaron Hartman – Vehicle Mechanic (PPD)
- Terrace Pearson – Supervisory SPO (Security)
- Marshall Brown – Maintenance Assistant (Fairways South)
- Robbin Morton – Gate Guard (Security)
- Chloe Bertrand – Gate Guard (Security)