



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 – February 22, 2023, Board Meeting Minutes (Attachment)-----3-5
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-
 - a. Invoice Approval –(attachment)-----6-11
 - b. Manager Report- Mr. Brunelle---(attachment)-----12
7. Unfinished Business –
 - a. Building 91 updates, crack in drywall in hallway
 - b. Progress report on efforts to remove root ball from storm drain.
 - c. Waiving the late fees for February
 - d. Schindler elevator projects in Bldg. 88 [15300 Beaverbrook] & Bldg. 89 [15310 Beaverbrook], timing and costs
 - e. Update on the LW E-Ratings
8. New Business –
 - a. Annual Meeting; Notice of annual meeting.
 - b. McFall & Berry March walk-through proposal---(Attachment)-----13-14
 - c. Schindler Modernization Proposal
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, April 26, 2023 – 1:00 P.M.
13. Meeting Adjournment:



Res. 111-114

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 22, 2023, at 1:00p.m. in the Sullivan room.

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

Directors Absent: John Barr, Director

Management: Bob Brunelle, Senior Property Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charlie Middleton, Jane Gervais, Donald Bonn, Melinda Kelly, Sigrid Nadeau, Connie Costa, and Maureen McCleary

Via Zoom: Dennis Hawkins, Laurie Farnsworth, JoAnn Grant, Arsenetta Hawthorne, June, Kenneth Sorkin

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 amended.
3. Community Report – The community report was included in the board packet for their review. Mr. Brunelle informed the board that he was going to follow up with an email listing the items that he would follow up with.
4. Approval of January 25, 2023, Regular Board Meeting Minutes – January 25, 2023, regular Board meeting minutes were approved as presented.
5. Unit Owner's and Resident's Open Forum –
 - Ms. Sigrid Nadeau expressed concern about personal items disappearing lately in her building and asked if a surveillance camera can be installed in front of the elevator. Mr. Brunelle and Mr. Shields will look into getting a proposal.
 - Mr. Ken Sorkin asked about Fire inspections, Mr. Benefiel informed him that all fire compliance certificates (FCC) for all seven buildings in Mutual 19-B were received today.
 - Mrs. Maureen McCleary asked when the next dryer vent cleaning will take place. Mr. Benefiel informed her that it takes place every 2 years and Mr. Brunelle confirmed that.

-Mr. Middleton expressed anger about cracks in front of building 91 getting worse and also appearing in the hallway drywall. He requested action to repair these problems. Mr. Benefiel informed him that the Minkoff Co. will take care of these stress cracks in March. Mr. Brunelle is also planning to do an inspection of building 91 soon.

-Ms. Rita Mastrorocco expressed concern about residents not stopping at the new stop signs.

-Mr. Lewis asked about the purpose of having a Senior Property Manager in M19B.

-Ms. Laurie Farnsworth inquired about a new elevator in building 89.

-Ms. Arsenetta Hawthorne explained that most residents do not understand the budget process. She asked if someone from the accounting department could come to M19B before the 2024 budget is prepared and explain the process. Mr. Jack Dunn is a member of the Budget and Finance Advisory Committee (BFAC) and offered to arrange for a separate meeting to talk about the budget.

6. Treasurer's Report – The treasurer's report was presented and was distributed for the Board's review. No report on delinquent accounts was included, due to delays in the accounting department.

A. INVOICES: None

7. -Unfinished Business –

A. Building 91 updates: Minkoff plans to repair stress cracks in the drywall in March.

B. Bylaw amendments voting follow-up- Mr. Gervais shared that Ms. Corinne Rosen, our Attorney, informed him that due to language used on the proxies envelopes the bylaws did not qualify for passing. Mr. Brunelle offered to look for an alternative to the proxy system and might be more successful.

C. ABM-Santana-15311 Beaverbrook Ct. unit 1E

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Santana-15311 Beaverbrook Ct. unit 1E for exterior exhaust fan for stove and bathroom.

Resolution # 111 2/22/2023

D. ABM-Blaik- 15300 Beaverbrook Ct. unit 2K

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Blaik- 15300 Beaverbrook Ct. unit 2K for kitchen floor removal and replacement.

Resolution # 112 2/22/2023

E. PPD Maintenance Agreement for 2023-

-Upon motion duly made, the Board agreed,

To approve the PPD Maintenance Agreement for 2023 dated 1/9/2023 in the amount of \$26,950.00 HVA, Plumbing, Electric. Please see document/contract for the complete scope of the work.

Resolution # 113 2/22/2023

- F. Progress report on efforts to remove root ball from storm drain- Posted for next board meeting in March 2023.
- G. The E-Rating system in use by Master Meter units at Leisure World - Mr. Dunn, Mr. Bonn, Mr. Gervais, Ms. Hawthorne, and others shared information about the existing system and efforts to improve it. Mr. Dunn will serve on the E-Rating Working Group created by Leisure World Chief Financial Officer (CFO) Mr. Robert Alonso. Several suggestions for making changes to the present system were discussed. There are still lots of facts to gather.

8. New Business –

- A. Policy Change on the who pays documents for storage cage doors-Tabled
- B. Annual Meeting: Call for candidates; candidates' applications
- C. Building 90 request for rubber mat replacement, exterior lights
- D. Bldg. #89 request to upgrade their elevator. An elevator representative is needed to plan/follow/help with the elevator modernization in this building.

-Upon motion duly made, the Board agreed,

To approve Management to get elevator modernization proposal from Schindler.

Resolution # 114 2/22/2023

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports-

-Mrs. Gervais shared that the landscaping committee will do a walk on March 7, 2023, with McFall and Berry and Aaron Tenley from Grounds department.

-Mr. Dunn shared that he filed a complaint with the CCOC about the new administration building and the trust.

11. Building Representatives: none

12. Monthly Meeting Date: Wednesday March 29, 2023, at 1:00pm

13. Meeting adjourned at 4:22PM.

Rita M. Mastrococco, Secretary

Monthly Mutual 19B Treasurer Report

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|-------------------|---------------|----------------|--|----------------|----------------|
| | | | Mutual 19B Treasurer Report | | |
| | | | March 29, 2023 | | |
| | | | No Financials Submitted to Mutual by Leisure World Management Corp. for 2023 | | |
| | | | <u>Delinquent Report As Of 3/16/23</u> | | |
| <u>Building #</u> | <u>Amount</u> | <u>Current</u> | <u>30 Days</u> | <u>60 Days</u> | <u>90 Days</u> |
| 88 - 15300 Beav | \$2,370.47 | \$1,468.47 | \$792.00 | \$110.00 | \$0.00 |
| 89 - 15310 Beav | \$3,515.00 | \$1,045.00 | \$295.00 | \$210.00 | \$1,965.00 |
| 90 - 15311 Beav | \$1,953.00 | \$1,194.00 | \$0.00 | \$759.00 | \$0.00 |
| 91 - 15210 Elk | \$4,334.53 | \$680.00 | \$1,975.01 | \$233.52 | \$1,446.00 |
| 92 - 15301 Beav | \$1,490.05 | \$31.55 | \$15.55 | \$16.55 | \$1,426.40 |
| 93 - 15201 Elk | \$3,380.98 | \$1,360.00 | \$1,309.99 | \$680.00 | \$30.99 |
| 94 - 15211 Elk | \$2,903.25 | \$1,906.00 | \$8.00 | \$0.00 | \$989.25 |
| Totals | \$19,947.28 | \$7,685.02 | \$4,395.55 | \$2,009.07 | \$5,857.64 |
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Community Report

March 14, 2023

Current Staff Priorities

- Completion of standard operating procedures (SOPs).
- Upgrade to LWMC phone system
- Implementation of key performance indicators for each operating department
- Auditorium sound system upgrade
- CINC conversion
- Catch up on financial statements
- Capital budget
- Town Hall Meeting regarding food service contract, Weds., March 15, at 1p.m. in Ballroom

Project Status Updates

Administration Building

- LWMC and Stantec (design consultant) are finalizing performance bond acceptance by Parks and Planning and obtaining necessary sediment control and floodplain permits.
- Service agreements and easements are being processed with Pepco, WSSC and Washington Gas (utility providers)
- Warfel Construction Company provided a timeline for planning and tracking construction progress:
 - March 30, 2023: Construction begins
 - October 1, 2023: Lower level under roof and closed in
 - December 28, 2023: Upper level shell
 - July/early August, 2024: Construction completed
- Sequence of construction: Lower level, upper level, Clubhouse I loading dock, complete interior for occupancy, vacate exiting building to demolish, construct new upper parking lot
- See last page of this report for Logistics Plan image
- General manager is handling tenant leases with Signal Financial FCU and Weichert, Realtors
- Construction loan terms and conditions are being finalized with lender underwriters.

Gleneagles Drive Culvert Replacement

- LWMC has obtained all necessary permits to begin construction with H&H Concrete Inc.
- Because of the proximity of underground high-voltage power lines, we are reevaluating the designed solution to ensure adequate service utility clearances.
- We expect full roadway closure from the beginning of culvert replacement until surface pavement is completed.
- Physical Properties staff monitor daily the culvert and roadway for settlement.

Project Status Updates (continued)

Clubhouse I

- Outdoor pool white coating must be done before pool can be open. Atlantic Pools has been selected as the vendor and is working with staff to schedule the project.
- Flooring in the Terrace Room vestibule is coming loose. Staff met with Warfel (contractor), who will repair the flooring.

Security

- The next make-up day for those who missed their first opportunity to receive the RFID for their registered vehicle is Saturday, March 18, from 9:30 a.m. – 12:30 p.m. in Clubhouse II. To sign up for an appointment, contact Karen Arevalo at (301-598-1329) or (karevalo@lwmc.com).
- We are beginning to gather information about future resident ID cards
- Staff is signing up for training in self-defense and CPR.

Physical Properties

In January-February 2023:

- \$611,923.71 in labor and material revenue
- Processed more than 2,100 work orders
- More than 1,400 service contracts in place for 2023
- Nearly \$300,000 in new contracts for Willson LLC
- Customer service training in January for all PPD staff
- Hired CSR, service plumber, CDL driver and special maintenance technician

Upcoming Events

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|--|-------------|
| • Friday, March 17, at 11am, Emergency Preparedness presentation | Auditorium |
| • Friday, March 17, at 7pm, St. Patrick's Day concert: Brothers Flanagan | Auditorium |
| • Thursday, March 23, at 4pm, Golf Open House | Golf Lounge |
| • Saturday, March 25, at 2pm, Akhmedova Ballet Academy | Auditorium |
| • Thursday, March 30, at 7pm, "Music, She Wrote": Christiana Drapkin | Auditorium |
| • Saturday, April 1, from 9:30am-2pm, Community Flea Market | Ballroom |
| • Saturday, April 8, from 10am-2pm, Spring Festival and Egg Hunt | Clubhouse I |
| • Sunday, April 16, at 2pm, Mark Twain performer | Auditorium |

HR Corner: New Hires in February

- | | | |
|-------------------------|------------------------------|-----------------------------|
| • Mason, Taylor A. | Administrative Assistant | Villa Cortese |
| • Gerono, Mary Ann | Gate Guard | Security |
| • Ebo III, Winston Ese | Audio Video Specialist | IT |
| • Rowley, Cheyenne | Gate Guard | Security |
| • Muse, Angela | Executive Assistant | Administration |
| • Berhane, Tiffany | Administrative Assistant | Mutual 17A (Fairways South) |
| • Noland, Ashley | Gate Guard | Security |
| • Stevenson III, Jessie | Gate Guard | Security |
| • Hardie, Abbygail | Clubhouse Assistant (events) | Lifestyle |
| • Stottlemeyer, Michael | Maintenance Technician | Special Projects |
| • Williamson, Anthony | Gate Guard | Security |