



**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, Goldsborough, Lewis, Barr) |          |
| 2. Approval of the Agenda  |          |
| 3. Community Report  |          |
| 4. Approval of Minutes – February 23, 2022, Board Meeting Minutes (Attachment)     | 1-5      |
| 5. Unit Owners and Residents Open Forum  |          |
| 6. Treasurer’s Report  | 6        |
| a. Invoice Approvals(attachment)   | 7-24     |
| b. CD Activity Approval  | 25       |
| 7. Unfinished Business –   |          |
| a. Building 91 updates at 2:00pm – Minkoff Co.                                     |          |
| b. Building 93 rat infestation update – Infestation Control Inc.                   |          |
| c. Fire safety code changes – Dynalectric (Jack Dunn)                              |          |
| d. Building 90 elevator modernization – Maureen McCleary                           |          |
| e. Building 92 potential fire hazard – Mike Benefiel                               |          |
| 8. New Business -  |          |
| a. Ratify AWM Res #125- Letter to Mrs. Elaine Adler                                | 26       |
| b. ABM- Muller   | 27-32    |
| 9. Correspondence-   |          |
| 10. Leisure World Board of Directors and Advisory Committee Reports-               |          |
| 11. Building Representatives-  |          |
| 12. Monthly Meeting Date – Wednesday, April 27, 2022 – 1:00 P.M.                   |          |
| 13. Meeting Adjournment at:  |          |



**LEISURE  
WORLD**  
OF MARYLAND

**REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B  
CONDOMINIUM OF ROSSMOOR, INC.  
HYBRID MEETING – 1:00 P.M.  
WEDNESDAY, FEBRUARY 23, 2022**

**Res. 117-124**

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 23, 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; John Barr, Director.

**Directors Absent:** None.

**Management:** Crystal Castillo, COO, Danesca Pineda, Mutual Assistant, Susan Montgomery (Social Worker- Via Zoom)

**Visitors:** **In Sullivan room:** Pat Ritter; Charles Middleton; Steve Gross (Minkoff President); Maureen McCleary; George Samara; Ginger Samara; Virginia Austin; Sarina Rowe; Pamela P. Galef

**Via Zoom:** Arsenetta Hawthorne; Ken Sorkin; Bill Rowe; JoAnn Grant; Suzanne Nabliba; Nancye Shipe; Katherine Horn; two interpreters- Rooney and Mary; Janet Sydor; Laura Rittenberg; Loretta Burrows; Mary Rossi; Melissa Lindsey (Minkoff); Janet Lazar; Anthony Carver; Ton Letcher; Deborah Parleys; Donna Chirwa (2 #'s, no name)

1. Call to Order – Mr. Benefiel called the meeting to order at 1:03 p.m.
2. Approval of the Agenda – The agenda is approved, as amended.
3. General Manager's Report – Ms. Castillo presented the February 2022 Community Report and addressed all questions asked.

- Mr. Jack Dunn, Mutual 19B Vice President and representative to the LWCC, inquired about the cost of the new administration building going over the approved budget and Ms. Castillo responded to his question and concern.

4. Approval of January 26, 2022, Regular Board Meeting Minutes – The January 26, 2022, regular Board meeting minutes were approved as presented.

5. Unit Owner’s and Resident’s Open Forum –

- Ms. JoAnn Grant suggested going door to door to discuss the Bylaws with residents.
- Ms. Mastrorocco expressed concern about the trees in the Beaverbrook parking lot dropping lots of spiky balls. These could be a hazard for a trip and fall to residents, especially if using a walker. Ms. Gervais offered to contact the Landscaping company (McFall and Berry)/PPD and try to find a resolution to this issue.
- Mutual Assistant will email building 91 residents the request letter from Mr. Benefiel/Board to Mr. Phil Marks, LWCC Chairman, and his response, sometime next week.
- The Mutual Assistant will find out who is moving to B.92 and notify Ms. Rita Mastrorocco, building representative.
- Mr. Charles Middleton suggested the Board consider adjusting the moving days and times, to maybe allow Saturdays.

6. Treasurer’s Report – Mr. Gervais presented the treasurer’s report as distributed for the Board’s review. Mr. Gervais updated the HUD owned property situation (#94-1B). The Board asked him to check with the Mutual Attorney for possible action. Mr. Gervais also reported that our lawyer did not think it was worth going after the remaining \$795.90 in the cashed check situation for Unit #89-3G. The Board agreed to take no action and try to collect it at sale.

The Board approved the treasurer's report as presented.

a. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR   INVOICE #   DESCRIPTION:
\$1,420.00	<p><b><u>Gross Mendelsohn Accounting/Technology/Wealth Advisory:</u></b>  <b><u>Invoice # 391638-</u></b> Progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2021. Dated: 2/4/2022  <b><u>Resolution # 117, 2 /23/ 2022</u></b></p>

<b>\$1,157.00</b>	<b><u>Corinne G. Rosen ESQ: Law Offices</u></b> - Harrop Estate and Bylaw amendment: Prohibiting smoking. Dated: 2/21/2022 <b><u>Resolution # 118, 2/23/2022</u></b>
<b>\$2,954.00</b>	<b><u>Infestation Control Inc. Acc#265811 Statement as of 2/3/2022</u></b> – for Invoices# 83342/83504/83343/84274/84273/83361/83364/83363/83362/83340/83341/83344/= treat rodents Dated: 2/3/2022 <b><u>Resolution # 119, 2/23/2022</u></b>

a. CD Resolution:

Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Primis Bank CD that matures on March 24, 2022, plus any interest earned at the best available rate for 36 months.

**Resolution # 120, 2/23/2022**

7. -Unfinished Business -

- a. 2:00 p.m. Minkoff Updates for restoration of Bldg. #91 (15210 Elkridge Way)-  
Ms. Lindsey and Mr. Gross provided updated information on the progress of restoration on the building 91. Minkoff Company's President, Steve Gross, reported the latest developments in the ongoing process of getting permits and inspections from Montgomery County. If the county agrees, our neighbors will begin moving back into their homes in May. Everything has been delayed by the Covid-19 virus and supply chain disruptions in 2021 and continuing this year. Even people with good homeowner's policies are running into time limits on their additional living expenses coverage, even though the delays were caused by Covid-19 and supply disruptions. Some of these owners did not have homeowner's insurance at all.
- b. Building 93 rat infestation update: Infestation Control Inc.- Mutual President, Mr. Benefiel provided an update on the work this new company called Infestation Control is doing. Our M19B Board approved invoices from Infestation Control to trap and dispose of rats in Bldg. 93 and to prevent rat infestation of any of our other buildings. Their services included visits to unit owners who are reporting mouse infestations in their homes.
- c. Fire safety code changes- Dynalectric- (Jack Dunn)- Pending for our next Board meeting.

d. Stove Wiring-

Upon motion duly made, the Board agreed,

To request PPD Department to have the stoves wiring in all units inspected, if possible while PPD is doing the inspection and cleaning of the dryer vents cleaning or battery alarms replacements.

**Resolution # 121, 2/23/2022**

e. Bylaws-Prohibit Smoking

Upon motion duly made, the Board agreed,

To approve the proposed Bylaw amendment to prohibit smoking.

**Resolution # 122, 2/23/2022**

8. New Business –

- a. Update on Bldg. #90 Elevator: Confirm Schindler Agreement add-ons (Sump Pump and Machine Room sound attenuation).

Upon motion duly made, the Board agreed,

To approve the Schindler Agreement add-ons (Sump Pump and Machines Room sound attenuation for \$11,900 additional).

**Resolution # 123, 2/23/2022**

- d. Proposal- Exterior Concepts- Gutter Cleaning:

Upon motion duly made, the Board agreed,

To approve the Exterior Concepts proposal dated February 10, 2022, in the amount of \$3,983.00 for inspection and repairs of all buildings under Mutual 19B scope of work listed in this proposal.

**Resolution # 124, 2/23/2022**

9. Correspondence-

- a. Email from Clare Simons: Mutual 19B President Mr. Benefiel, will contact Ms. Simons for more details and share with the Board at the next meeting.

10. Leisure World Board of Directors and Advisory Committee Report- no updates.
11. Building Representatives: Ms. Goldsborough provided information about E and R:  
Restaurant Committee meets this Monday.
12. Monthly Meeting Date: Wednesday 30, 2022, at 1:00pm
13. Adjournment – 4:08p.m.

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Rita M. Mastrorocco, Secretary

Mutual 19B - March 30, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 2/1/22	\$ 32,290.21
Total Receipts - February	186,289.14
Void Check #1181	2,500.00
Total Disbursements - February	<u>(196,726.46)</u>
Balance - 2/28/22	\$ 24,352.89

Net Operating Expenses

Year To Date - 2/28/22	\$ 196	Over Budget
Month of February - 2022	\$ 3,991	Over Budget

Cash Investments

	<u>2/28/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,802,921.91	\$1,841,362
Maintenance Reserve	236,832.05	226,827
Insurance Deductible Reserve	29,486.69	27,795
Other	<u>61,982.39</u>	<u>67,192</u>
Total	\$2,131,223.04	\$2,163,176

Delinquent Report (as of March 16, 2022)

- 16 accounts (not from Bldg. #91) have charges of \$7,310.54.
  - \$1,777.54 of the \$7,310.54 are for three insurance claims.
  - \$4,249.00 of the \$7,310.54 are current charges from 11 accounts.
  - \$1,284 left, \$1,237 from 4 > 30 days, \$0 from 0 > 60, \$47 from 2 > 90)
  - There are 8 accounts from Bldg. #91 totaling \$53,949.00.
  - 1 account (Bldg. #89) owes \$8,291.00 - from 10/1/19, DOD 9/21/21
  - 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 = \$70,976.94

Reserve Expenditures - YTD 2/28/22

Replacement Reserve	\$ 64,313
Maintenance Reserve	1,540
Insurance/Legal	<u>0</u>
Total	\$ 65,853

To Reserves YTD 2/28/22

\$39,110

03/16/2022  
6:53 AM

3701 Rossmore Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
02/28/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	259,638	259,638	0
1,248	472	776	2,627	944	1,683
75	0	75	165	0	165
62,982	0	62,982	65,853	0	65,853
(19,473)	(18,454)	(1,019)	(39,110)	(36,908)	(2,202)
174,651	111,837	62,814	289,174	223,674	65,500
88	88	1	175	176	1
1,420	1,417	(3)	1,420	1,417	(3)
12,445	12,445	0	24,890	24,890	0
286	275	(11)	572	550	(22)
300	0	(300)	300	0	(300)
857	0	(857)	857	0	(857)
520	933	413	1,040	1,866	826
350	208	(142)	350	416	66
16,266	15,366	(900)	29,604	29,315	(289)
2,931	2,686	(245)	2,931	5,372	2,441
1,803	1,857	55	3,605	3,714	109
0	167	167	0	334	334
0	111	111	0	222	222
3,053	250	(2,803)	3,158	500	(2,658)
0	333	333	0	666	666
0	250	250	0	500	500
0	33	33	0	66	66
0	480	480	0	960	960
0	1,167	1,167	0	2,334	2,334
187	187	0	374	374	0
7,973	7,521	(452)	10,068	15,042	4,974
3,728	3,960	232	8,455	8,580	125
0	(669)	(669)	0	(1,338)	(1,338)
23,007	18,120	(4,887)	44,282	39,260	(5,022)
0	1,353	1,353	0	2,706	2,706
8,746	9,108	362	18,359	18,216	(143)
<b>INCOME</b>					
Assessments 5110					
Interest Income 5111					
Late Fees 5114					
Transfers From Funded Reserve 5200					
Transfers To Funded Reserves 5800					
<b>TOTAL INCOME</b>					
<b>ADMINISTRATIVE EXPENSES</b>					
Common Ownership Fee 6112					
Audit 6115					
01 Insurance Property 6118					
03 Insurance Fidelity 6118					
01 Legal Consulting 6119					
02 Legal Lien Filings 6119					
Property Mgmt Services 6120					
Interpreter 6138					
<b>TOTAL ADMINISTRATIVE EXPENSES</b>					
<b>BUILDING EXPENSES</b>					
06 General Maintenance 6202					
01 Elevator Contract 6204					
02 Elevator Overtime 6204					
03 Elevator Inspections 6204					
Pest Control 6209					
05 Sprinkler Contract 6211					
06 Repair Sprinkler,F/A 6211					
07 Fire Marshll, Permit 6211					
10 F/A Inspections 6211					
02 Grounds Landscaping 6214					
Telephone 6224					
<b>TOTAL BUILDING EXPENSES</b>					
<b>UTILITY EXPENSES</b>					
98 Electric Com Area 6301					
96 Electric Pr Yr CA 6301					
99 Electric Master 6301					
97 Electric Pr Yr MM 6301					
99 Water 6303					



03/16/2022  
6:53 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
02/28/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
35,481	31,872	(3,609)	71,095	67,424	(3,671)
0	167	167	0	334	334
1,332	667	(665)	1,332	1,334	2
1,332	834	(498)	1,332	1,668	336
61,051	55,593	(5,458)	112,099	113,449	1,350
61,913	0	(61,913)	61,913	0	(61,913)
2,400	0	(2,400)	2,400	0	(2,400)
924	0	(924)	1,106	0	(1,106)
55	0	(55)	55	0	(55)
(2,500)	0	2,500	0	0	0
190	0	(190)	379	0	(379)
62,982	0	(62,982)	65,853	0	(65,853)
7,842	8,211	369	16,416	16,422	6
2,420	2,587	167	4,745	5,174	429
2,403	2,407	4	4,663	4,814	151
(79)	(32)	47	187	(64)	(251)
198	197	(1)	321	394	73
(63)	(15)	48	(26)	(30)	(4)
742	647	(95)	2,616	1,294	(1,322)
1,619	1,619	0	3,239	3,239	0
1,812	1,861	49	3,504	3,722	218
13,020	13,020	0	25,538	26,040	502
1,087	1,115	28	2,135	2,230	95
4,737	4,971	234	10,567	9,942	(625)
560	561	1	922	1,122	200
1,064	953	(111)	2,062	1,906	(156)
261	208	(53)	614	416	(198)
27	27	0	55	54	(1)
309	309	0	614	614	0
3,942	3,942	0	7,880	7,880	0
865	865	0	1,732	1,732	0
1,392	1,392	0	2,788	2,788	0
0	657	657	0	1,314	1,314
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					
01 Activities					
Bad Debt					
TOTAL OTHER EXPENSES					
TOTAL OPERATING EXPENSES					
RESERVE EXPENSES					
06 RR Elevator					
53 RR Reserve Study					
03 MR Electrical					
05 MR Plumbing					
09 MR Gutters					
12 MR Building Maint					
TOTAL RESERVE EXPENSES					
COMMUNITY FACILITIES					
10 Administration					
20 Education & Recreation					
21 Club House II					
22 LW News					
25 Food Service					
30 Medical Center					
40 PPD Management					
41 Grounds					
43 Trash					
58 TV					
60 Transportation					
65 Security					
70 Street Lights					
80 Golf Course					
81 Pro Shop					
85 Comm Call System					
90 Snow Reserve					
92 Prop Maint Rsv					
93 Contg Rsv					
95 Repl Rsv					
98 Salary Adjustment					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
02/28/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
44,157	45,502	1,345	TOTAL COMMUNITY FACILITIES	90,570	91,003	433
			MUTUAL OPERATING			
5,628	5,773	145	10 Administration	11,781	11,546	(235)
5,039	5,039	0	41 Grounds	10,078	10,078	0
11	0	(11)	42 Special Projects	367	0	(367)
134	189	55	44 Community Services	754	378	(376)
4,250	4,250	0	50 Janitorial	8,500	8,500	0
99	118	19	52 After Hours	132	236	104
53	0	(53)	53 Electrical Maint	360	0	(360)
62	0	(62)	54 Plumbing Maint	113	0	(113)
(30)	0	30	55 Building Maint	(152)	0	152
54	0	(54)	56 HVAC	724	0	(724)
11	0	(11)	57 Appliance Maint	169	0	(169)
0	231	231	100 Salary Adjustment	0	462	462
15,310	15,600	290	TOTAL MUTUAL OPERATING	32,826	31,200	(1,626)
183,500	116,695	(66,805)	TOTAL EXPENSES	301,348	235,652	(65,696)
(8,849)	(4,858)	(3,991)	INCOME/DEFICIT	(12,174)	(11,978)	(196)

MUTUAL 19B  
CASH INVESTMENTS  
February 28, 2022

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							24,352.89	24,352.89
<b>MONEY MARKET</b>								
JOHN MARSHALL BANK	0.50%						10,123.52	10,123.52
AXOS BANK	0.05%						1,048.07	1,048.07
PACIFIC NATIONAL BANK	0.55%						29,021.21	29,021.21
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
JOHN MARSHALL BANK	0.50%				72,814.34	4,323.72		77,138.06
AXOS BANK	0.05%			1.94	5,878.70	5,974.73		11,855.37
PACIFIC NATIONAL BANK	0.55%			5,469.96	158,010.41	19,188.24		182,668.61
<b>CERTIFICATES OF DEPOSIT</b>								
100042 PRIMIS BANK	0.50%	155,660.64	03/24/2022					155,660.64
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					108,963.57
100037 BANK OZK	0.99%	155,357.73	07/17/2022					157,822.55
100024 FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022					95,000.00
***100033 FORBRIGHT BANK	0.35%	105,668.10	10/18/2022					108,954.49
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					55,527.07
***100035 FORBRIGHT BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					112,740.68
100039 CAPITAL BANK	0.35%	151,284.98	10/05/2023					151,284.98
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041 PARAMOUNT BANK	0.75%	165,177.88	01/21/2023					167,024.72
100044 PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,000.00
100045 CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
100014 FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024					154,728.44
<b>DUE TO FROM:</b>								
		2,434.70			128.60	0.00	(2,563.30)	
<b>TOTAL</b>		<b>1,802,921.91</b>		<b>236,832.05</b>	<b>29,486.69</b>	<b>61,982.39</b>	<b>2,131,223.04</b>	

\*\*\* Formerly known as Congressional Bank



# Community Report

March 3, 2022

March 3, 2022

## Community Financials

For the period ending January 31, 2022, net operating expenses were \$15,582 over budget.

As of January 31, 2022, net operating expenses were \$15,582 over budget.

## Property Transfers

In the month of January, there were 39 property transfers, which totaled \$196,010 in transfer fees.

## Update: Gate Access Project

The new RFID readers and appropriate settings have been installed at all 3 of our gates. Transition to testing among the larger beta test group (approximately 120 residents) is anticipated to begin with RFID installations throughout January.

Unfortunately, COVID infections are playing a role in the availability of staff to install the RFID on vehicles; however, all of the beta testers will be contacted via email to schedule RFID installation. The RFID will be installed with tape, tested to ensure the location is appropriate prior to be permanently affixed.

## Trust Replacement Reserve Study

- Five days of onsite facility evaluations by DMA Reserves have been completed
- Providing asset inventory database information still ongoing with cost estimates
- Will have first of two working sessions later this month with DMA Reserves

## Civil Engineering Services Contract Report

- O'Connell & Lawrence survey crew back onsite 3/1/22 to document stream between Gleneagles Drive and S. Leisure World Boulevard
- Onsite field condition meeting with O'C&L, State MDE, and LWMC scheduled for 3/7/22
- O'C&L subcontracted consultants have been retained for Floodplain Study and Forest Conservation Easement review

## Project Status Updates

### Clubhouse I Status Report

SWM foundation construction is in process. Excavation for the two-building additions begins with footings. Submittals and RFI's being addressed and approved. Warfel's 3<sup>rd</sup> Application and Certificate for Payment approved and in process.

### **Admin Building – Construction Cost Update**

Montgomery County permits for Stormwater Management and Sediment Control to be submitted. Documents under MC review include Floodplain Study, WSSC Site Utility Plan, Easement and SWM easement need to be finalized before permit release. MNCPPC staff review, and performance bond requirements being prepared.

### **HR Corner**

In the month of January, there were 2 new hires.

LWMC has the following open positions:

- Special Maintenance Technician, (PPD)
- Customer Service Rep. (PPD)
- Clubhouse 2 Coordinator
- Sanitation Driver (PPD)
- Administrative Assistant Mutual Services
- Administrative Assistant (M21)
- Property Manager (20B)
- Security Guard
- Chief Financial Officer
- Evening Maintenance Tech

### **Town Hall Meetings**

The General Manager has scheduled three town hall meetings

- March 29, 2022, 2:00 p.m. Hybrid (In-Person and ZOOM)
- March 30, 2022, 6:00 p.m. In-Person
- March 31, 2022, 10:00 a.m. In-Person

### **Accounting Department**

The accounting department has relocated. They are now in the Baltimore Room of Clubhouse I. Payments are still accepted in the Administration Building.