



**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  |          |
| 4. Audit Review- Accounting Dept.  |          |
| 5. Approval of Minutes – March 30, 2022, Board Meeting Minutes (Attachment)        | 1-5      |
| 6. Unit Owners and Residents Open Forum  |          |
| 7. Treasurer’s Report-(Attachment)   | 6        |
| a. Invoice Approvals(attachment)   | 7-13     |
| b. CD Activity – (attachment)  | 14       |
| 8. Unfinished Business –   |          |
| a. Building 91 updates at 2:00pm – Minkoff Co.                                     |          |
| b. Building 93 rat infestation update – Infestation Control Inc                    |          |
| c. Bylaws Update   |          |
| 9. New Business -  |          |
| a. ABM- Flores AWM Res#136 still waiting on one board member approval (attachment) | 15-22    |
| b. ABM- Pollack-(Attachment)   | 23-30    |
| c. ABM- Pollack0-(Attachment)  | 31-36    |
| d. 15310 Beaverbrook Ct. Unit 1C- Pipe trouble                                     |          |
| e. Minkoff Company Inc- Estimate/proposal –(attachment)                            | 37-38    |
| b. Proposal- PPD (Install Anti-Slip Visual Cue Tape at Stair Treads )              | 39       |
| 10. Correspondence-  |          |
| 11. Leisure World Board of Directors and Advisory Committee Reports-               |          |
| 12. Building Representatives-  |          |
| 13. Monthly Meeting Date – Wednesday, May 25, 2022 – 1:00 P.M.                     |          |
| 14. Annual Meeting Date: May 4, 2022, at 2:00PM Hybrid/Montgomery Room             |          |
| 15. 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, MARCH 30, 2022**

**Res. 125-135**

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, March 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: Bob Kimble, General Manager, Danesca Pineda, Mutual Assistant, Susan Montgomery (Social Worker- Via Zoom)

Visitors: **In Sullivan room:** Charles Middleton; Steve Gross (Minkoff President); Melissa Lindsey (Minkoff); Maureen McCleary; Virginia Austin; Ellen Lederman; Jane Gervais,

**Via Zoom:** Bill Rowe; JoAnn Grant; Suzanne Nabliba; Nancye Shipe; Janet Sydor; Laura Rittenberg; Dennis Hawkins; Lynne Margolies; Victoria Makfinsky; Barbara Feldman; Linda Creamer; Matthew (1#, no name)

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda is approved, as presented.
3. General Manager’s Report – Mr. Kimble presented the March 2022 Community Report. He clarified that while he and Leisure World want to provide financial help to the owners from 15210 Elkridge Way, he is just searching for the correct and legal ways of doing this.
4. Approval of February 23, 2022, Regular Board Meeting Minutes – The February 23, 2022, regular Board meeting minutes were approved as presented.



5. Unit Owner's and Resident's Open Forum –
- Ms. Mastrorocco reported that there has been lots of hammering in her building [92] lately.
  - Mr. Lewis reported that the dryer vent inspection and cleaning services were not all completed. He was informed that only 136 units were completed, the rest still are pending for completion.
  - Mr. Lewis reported that there had been some vandalism inside the elevator in his building [89]. The Mutual Assistant will contact Schindler Elevator to come and check the elevator in building 89.
6. Treasurer's Report – Mr. Gervais presented the treasurer's report as distributed for the Board's review.

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
\$1,318.90	<u>LWMC Invoice # 207783</u> - Removed old lumber and disposed of. Got new materials and installed new PT lumber over the trash room of Bldg. 93 (15201 Elkridge Way). Dated: 2/28/2022 <b>Resolution # 126, 3/30/2022</b>
\$1,420.00	<u>Gross Mendelsohn ATWA Invoice # 392373</u> - Progress billing in connection with the audit of the financial statement and related tax return preparation for the year ended December 31, 2021. Dated:3/7/2022 <b>Resolution # 127, 3/30/2022</b>
\$1,179.00	<u>Dynalectric Invoice # 41936</u> – Mutual 19B Quarterly inspection. Dated: 2/21/2022 <b>Resolution # 128, 3/30/2022</b>
\$928.75	<u>Infestation Control Inc. Acct # 265811- Invoices # 84317/ 85199/ 84318/ 83345/ 84396/ 85280/ 85365/ 84360/ 85195/</u> For - treat rodents and follow us services. Dated: as of 3/8/2022 <b>Resolution # 129, 3/30/2022</b>
\$73,921.54	<u>Minkoff Company Invoice # 17000</u> - For roof shingles at 15210 Elkridge Way. Dated: 3/9/2022 <b>Resolution #130, 3/30/2022</b>

\$11,593.00	<p><u>LWMC Invoice # 209239</u>- Cleaned dryer vents per proposal \$85/unit plus materials-136 units completed see attached list of units to be completed on work order #216704. Dated: 3/28/2022</p> <p style="text-align: right;"><b><u>Resolution # 131, 3/30/2022</u></b></p>
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a. CD Resolution:

Upon motion duly made, the Board agreed,

To rescind February 23, 2022, Resolution #120 to invest maturing CD for 36 months.

**Resolution # 132, 3/30/2022**

Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to redeem the entire proceeds of the Primis Bank CD that matured on March 24, 2022, plus any interest earned and deposit in the Replacement Reserve Money Market account with the highest rate.

**Resolution # 133, 3/30/2022**

b. Remembrance:

Upon motion duly made, the Board agreed,

To approve a motion of Remembrance for Larry Damsky:

Larry Damsky passed away on March 19, 2022, at the age of 79. Larry and his wife Teele moved to 15301 Beaverbrook Court nearly twenty years ago. Larry volunteered for Mutual 19B for almost every one of those years. He was on the Mutual 19B Board serving as an officer, as well as on numerous advisory committee planning. For many years Larry represented our Mutual on the Leisure World Community Corporation. The Board would like to recognize Larry's years of service to Mutual 19B and to Leisure World of Maryland and express our sympathy and condolences to his family.



Resolution # 134, 3/30/2022

7. -Unfinished Business –

- a. 2:00 p.m. Minkoff Updates for restoration of Bldg. #91 (15210 Elkridge Way)- Mr. Steve Gross (Minkoff's President); Ms. Melissa Lindsey provided and update on the progress of the restoration of building 15201 Elkridge Way.
- b. Building 93 rat infestation update: No updates currently.
- c. Fire safety code changes- Dynalectric- (Jack Dunn)- Work is postponed for now, it is a high possibility that we may not do the elevator system upgrade with the Dynalectric system due to the projected expense.
- d. Building 90 elevator modernization- Maureen McCleary and Ellen Lederman- Handouts were provided with helpful information for a planned elevator shutdown to allow modernization and replacement. A first meeting for Building 90 residents is scheduled to take place April 24, 2022 to talk about planning for elevator modernization, time to be determined. The Board asked the Mutual Assistant to get a proposal from PPD to put yellow tape on the edge on the stairs treads as a safety measure.
- e. Building 92 potential hazard- Mike Benefiel- Mr. Benefiel will continue to follow up with resident.

8. New Business –

- a. Ratify AWM Resolution #125- Letter to Ms. Elaine Adler

Upon motion duly made, the Board agreed,

To ratify its Action Without a Meeting to authorize mailing of the letter to Ms. Elaine Adler at 15301 Beaverbrook Court Unit 2K Silver Spring, MD 20906

Resolution # 125, 3/28/2022

- b. ABM-Muller

Upon motion duly made, the Board agreed,

To approve the ABM submitted by Carole Muller at 15300 Beaverbrook Court Unit 3K to patch and paint entire home, replace all water valves in the home, replace all electrical devices with white outlets.

Resolution # 135, 3/30/2022

9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Report- no updates.
  - Ms. Mastrorocco reported that not a lot of discussion is happening at the restaurant committee about the new tables.
  - Ms. Goldsborough also reported that E and R soon will change their name to "Lifestyle"
  - Mrs. Gervais reported about Landscape committee: all the flowering trees died due to the unexpected freezing weather in March.
11. Building Representatives: no updates currently.
12. Monthly Meeting Date: Wednesday April 27, 2022, at 1:00pm
13. Adjournment – 3:17p.m.

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Rita M. Mastrorocco, Secretary

Mutual 19B - April 27, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 3/1/22	\$ 24,352.89
Total Receipts - March	157,772.88
Total Disbursements - March	(143,699.02)
Balance - 3/31/22	\$ 38,426.75

Net Operating Expenses

Year To Date - 3/31/22	\$ 1,809	Over Budget
Month of March - 2022	\$ 1,613	Over Budget

Cash Investments

	<u>3/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,815,954.94	\$1,841,362
Maintenance Reserve	241,191.64	226,827
Insurance Deductible Reserve	30,331.03	27,795
Other	64,616.76	67,192
Total	\$2,152,094.37	\$2,163,176

Delinquent Report (as of April 16, 2022)

- 12 accounts (not from Bldg. #91) have charges of \$5,345.90.
  - \$1,775.90 of the \$5,345.90 are for two insurance claims.
  - \$2,809.00 of the \$5,345.90 are current charges from 9 accounts.
  - \$761 left, \$699 from 4 > 30 days, \$0 from 0 > 60, \$62 from 2 > 90)
  - There are 9 accounts from Bldg. #91 totaling \$58,307.00.
  - 1 account (Bldg. #89) owes \$8,964.00 - 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 = \$74,043.30

Reserve Expenditures - YTD 3/31/22

Replacement Reserve	\$ 64,313
Maintenance Reserve	2,954
Insurance/Legal	0
Total	\$ 67,267

To Reserves YTD 3/31/22

\$58,760



04/14/2022  
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3701 Rossmoor Blvd.  
Silver Spring MD 20906

**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
03/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	5110	389,457	389,457	0
1,422	472	950	5111	4,050	1,416	2,634
120	0	120	5114	285	0	285
1,413	0	1,413	5200	67,266	0	67,266
<u>(19,650)</u>	<u>(18,454)</u>	<u>(1,196)</u>	5800	<u>(58,760)</u>	<u>(55,362)</u>	<u>(3,398)</u>
113,124	111,837	1,287		402,298	335,511	66,787
88	88	1	6112	263	264	2
1,420	1,417	(3)	6115	2,840	2,834	(6)
12,445	12,445	0	6118	37,335	37,335	0
286	275	(11)	6118	858	825	(33)
0	0	0	6119	300	0	(300)
0	0	0	6119	857	0	(857)
520	933	413	6120	1,560	2,799	1,239
<u>350</u>	<u>208</u>	<u>(142)</u>	6138	<u>700</u>	<u>624</u>	<u>(76)</u>
15,109	15,366	257		44,713	44,681	(32)
2,931	2,686	(245)	6202	5,861	8,058	2,197
1,803	1,857	55	6204	5,408	5,571	164
0	167	167	6204	0	501	501
0	111	111	6204	0	333	333
191	250	59	6209	3,349	750	(2,599)
0	333	333	6211	0	999	999
438	250	(188)	6211	438	750	312
0	33	33	6211	0	99	99
0	480	480	6211	0	1,440	1,440
1,179	0	(1,179)	6211	1,179	0	(1,179)
0	1,167	1,167	6214	0	3,501	3,501
<u>187</u>	<u>187</u>	<u>0</u>	6224	<u>561</u>	<u>561</u>	<u>0</u>
6,728	7,521	793		16,796	22,563	5,767
3,116	2,640	(476)	6301	11,571	11,220	(351)
0	(669)	(669)	6301	0	(2,007)	(2,007)
15,516	12,080	(3,436)	6301	59,798	51,340	(8,458)
0	1,353	1,353	6301	0	4,059	4,059
8,822	9,108	286	6303	27,181	27,324	143





04/14/2022  
12:41 PM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
03/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
45,635	45,502	(133)	TOTAL COMMUNITY FACILITIES	136,204	136,505	301
			MUTUAL OPERATING			
5,568	5,773	205	10 Administration	17,349	17,319	(30)
5,039	5,039	0	41 Grounds	15,117	15,117	0
560	0	(560)	42 Special Projects	927	0	(927)
555	189	(366)	44 Community Services	1,309	567	(742)
4,250	4,250	0	50 Janitorial	12,750	12,750	0
68	118	50	52 After Hours	200	354	154
(205)	0	205	53 Electrical Maint	154	0	(154)
(1,016)	0	1,016	54 Plumbing Maint	(903)	0	903
(699)	0	699	55 Building Maint	(852)	0	852
1,281	0	(1,281)	56 HVAC	2,005	0	(2,005)
(171)	0	171	57 Appliance Maint	(2)	0	2
0	231	231	100 Salary Adjustment	0	693	693
15,230	15,600	370	TOTAL MUTUAL OPERATING	48,055	46,800	(1,255)
112,236	109,335	(2,901)	TOTAL EXPENSES	413,584	344,987	(68,597)
889	2,502	(1,613)	INCOME/DEFICIT	(11,285)	(9,476)	(1,809)



MUTUAL 19B  
CASH INVESTMENTS  
March 31, 2022

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA								
							38,426.75	38,426.75
<b>MONEY MARKET</b>								
JOHN MARSHALL BANK	0.50%						3.88	3.88
AXOS BANK	0.05%						0.05	0.05
PACIFIC NATIONAL BANK	0.55%						29,034.61	29,034.61
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
JOHN MARSHALL BANK	0.50%			522.19	72,845.65	4,325.58		77,693.42
AXOS BANK	0.05%			1.94	5,878.93	5,974.96		11,855.83
PACIFIC NATIONAL BANK	0.55%			17,219.91	162,467.06	20,030.49		199,717.46
<b>CERTIFICATES OF DEPOSIT</b>								
##100042 PRIMIS BANK	0.50%	155,660.64	03/24/2022					155,666.61
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					109,092.14
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					108,983.76
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					55,617.65
****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					112,833.35
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
DUE TO FROM:								
				2,848.53	0.00	0.00	(2,848.53)	
<b>TOTAL</b>				<b>1,815,954.94</b>	<b>241,191.64</b>	<b>30,331.03</b>	<b>64,616.76</b>	<b>2,152,094.37</b>

\*\*\* Formerly known as Congressional Bank  
## In redemption process to be deposited in John Marshall Bank RR Money Market



April 19, 2022

# Community Report

## *Community Financials*

For the period ending March 31, 2022, net operating expenses were \$29,419.00 under budget.

Year to date, net operating expenses were \$1,560.00 over budget.

## *Property Transfers*

In the month of re were 34 property transfers, which totaled \$238,427 in transfer fees.

## *Gate Access*

Mutual Presidents were contacted to schedule a date for RFID installation. During this time, a photo will be taken to be placed on their identification card.

## *Trust Replacement Reserve Study*

DMA is preparing their draft report for submission and upcoming LWMC review.

## *Civil Engineering Services Contract Report*

PPD Trust facility management met with O'Connell & Lawrence and the Maryland Department of the Environment to review the Gleneagles culvert replacement scope of work and process for joint permit application and review. Area affected has been extended from Gleneagles Drive downstream to the two culverts at S Leisure World Boulevard. A floodplain consultant has been hired to model water flow and backwater conditions that impact the site area and upstream on the north side of golf course fairway #17.

## *Project Status Updates*

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

Montgomery County permits for Stormwater Management and Sediment Control to be submitted after minor design modifications for CH1 renovation work. Documents resubmitted under MC review include Floodplain Study, WSSC Site Utility Plan, and



Storm Water Management easement needs to be finalized before permit release. MNCPPC (Park & Planning) staff review, and performance bond requirements are in the process of being prepared.

### ***HR Corner***

**For the month of March, there were six new hires.**

**LWMC has the following open positions to date**

- HVAC Forman, (PPD)
- Vehicle Mechanic (PPD)
- Administrative Assistant (Fairways South)
- Assistant Property Manager (M20B)
- Assistant Building Engineer (Vantage Point East)
- Golf Course Technician (Golf- 2 positions)
- Evening Maintenance Technician (PPD/ Maintenance – Evening)
- Special Maintenance Technician (PPD/ Special Projects)