



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 – April 27, 2022, Board Meeting Minutes (Attachment)	3-7
Approval of the Organizational Annual meeting Minutes for May 5, 2022 –(Attachment)	8-9
5. Unit Owners and Residents Open Forum	
6. Treasurer’s Report-(Attachment)	10
a. Invoice Approval (Attachment)	11-26
b. CD renewal proposal	
7. Unfinished Business –	
a. Building 91 updates, including Comcast, Schindler, more	
b. Building 93 rat infestation update – Infestation Control Inc	
c. Bylaws Update	
d. Minkoff Company Inc- Estimate/proposal for right side soffit on Bldg. 91 –(Attachment)	27
e. Proposal- PPD (Install Anti-Slip Visual Cue Tape at Stair Treads) (Attachment)	28
f. Rescind resolution #137. The Minkoff invoice that the Board approved on 4/27 should have gone to Claudia Snider for an open insurance claim for this damage	
g. 89-3A – update on mold remediation and restoration project	
h. Ratify AWM Res # 148-McFall and Berry proposal #3538 – (attachment)	29
8. New Business –	
1. Morgan Stanley- (Attachment)	30
2. Proposal- DL Carpentry LLC, Dated: 5/23/2022-(Attachment)	31
3. Resales policy for Bldg. 91 owners planning to sell-(Attachment)	32
9. Correspondence-	
10. Leisure World Board of Directors and Advisory Committee Reports-	
11. Building Representatives-	
12. Monthly Meeting Date – Wednesday, June 29, 2022 – 1:00 P.M.	
13. Meeting Adjournment:	



**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, APRIL 27, 2022

Res. 136-147

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, April 27, 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; Maureen McCleary; Jane Gervais; Pat Ritter; George Samara; Laura Rittenberg

Via Zoom: Jonathan Lovell (auditor from Gross Mendelsohn); Suzanne Nabliba; Janet Sydor; Dennis Hawkins; Lynne Margolies; Janet Lazar, Steve Gross (Minkoff President, via zoom) Melissa Lindsey (Minkoff, via zoom); Beth Urban; AH; Brenda Callejas (accounting); (3 residents with no name labels).

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. Community Report – Mr. Kimble presented the April 2022 Community Report and informed all about the Company Picnic May 12 starting at 12 noon in front of the Clubhouse 1. Mr. Kimble also talked about the Juneteenth celebration on June 19.
4. Audit Review-Accounting Dept. Jonathan Lovell from Gross Mendelsohn and Brenda Callejas from accounting.

Upon motion duly made, the Board agreed,

To approve the draft audit report presented by Jonathan Lovell from Gross Mendelsohn and Brenda Callejas from accounting.

Resolution # 136, 4/27/2022

5. Approval of March 30, 2022, Regular Board Meeting Minutes – The March 30, 2022, regular Board meeting minutes were approved as presented.
6. Unit Owner’s and Resident’s Open Forum –
* Ms. Maureen McCleary provided handouts/minutes about the meeting that took place April 24, 2022, about the elevator replacement in building 90.
7. 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
\$1,189.25	<u>Minkoff Company Invoice #/Tax ID 53-0228822</u> - Emergency services for water damage, job n#18910-01 at 15211 Elkridge Way B.94, Unit 2J Services date 3/27/2022. <u>Resolution # 137, 4/27/2022</u>
\$2,352.00	<u>McFall and Berry Invoice # 214809</u> – I21503 AA- Early Spring Round 1, provide applications of Preem. Dated: 3/31/2022 <u>Resolution # 138, 4/27/2022</u>
\$1,410.00	<u>Gross Mendelsohn Invoice #394115</u> -Final billing in connection with the audit of the financial statement and related tax return preparation for the year ended December 31, 2021. Dated: 4/27/2022 <u>Resolution # 139, 4/27/2022</u>

a. CD Resolution:

Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Gateway First Bank CD that matures on May 20, 2022, plus any interest earned at the best available rate for 36 months.

Resolution # 140, 4/27/2022

8. -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. Mr. Benefiel, Mutual 19B announced that this will be the last meeting about 15210 Elkridge Way (building 91). Moving forward residents will contact Ms. Lindsey directly.

Upon motion duly made, the Board agreed,

To authorize Minkoff Company to work on carpet installation any time of the day or night.

Resolution # 141, 4/27/2022

- b. Building 93 rat infestation update: No updates currently.
- c. Bylaws Updates

Upon motion duly made, the Board agreed,

To authorize Mr. John Gervais our Treasurer to start the process of the bylaws updates.

Resolution # 142, 4/27/2022

9. New Business -

- a. ABM- Flores:

Upon motion duly made, the Board agreed,

To approve the ABM submitted by Flores at 15211 Elkridge Way Unit 1B to renovate the kitchen and the bathrooms.

Resolution # 143, 4/27/2022

- b. ABM-Pollack:

Upon motion duly made, the Board agreed,

To approve the ABM submitted by Pollack at 15301 Beaverbrook Ct. Way Unit 3D for electrical, plumbing and cabinetry remodeling throughout the unit.

Resolution # 144, 4/27/2022

c. ABM-Pollack:

Upon motion duly made, the Board agreed,

To approve the ABM submitted by Pollack at 15301 Beaverbrook Ct. Way Unit 3D for windows /patio door.

Resolution # 145, 4/27/2022

d. 15310 Beaverbrook Ct. Unit 1-C-pipe trouble: R.V. Carey's was contacted by Mutual assistant per president request, they will be coming to the resident unit on Friday April 29, 2022, to fix the problem.

e. Minkoff Company Inc. Estimate/Proposal-(attachment)

Upon motion duly made, the Board agreed,

To approve Minkoff Company Inc. estimate/proposal CA18932 dated April 21, 2022 for restoration/service/remodel in the amount of \$2,999.00 at 15310 Beaverbrook Ct. Unit 3A.

Resolution # 146, 4/27/2022

Upon motion duly made, the Board agreed,

To approve Minkoff Company Inc./ ESI Environmental Solutions, Inc. for inspections and testing performed at 15310 Beaverbrook Ct.

Resolution # 147, 4/27/2022

f. PPD Proposal (install Anti-slip visual cue tape at stair treads)- Pending for next board meeting in May.

10. Correspondence- none currently.

11. Leisure World Board of Directors and Advisory Committee Report- Mr. Dunn provided an update on the authorization for an “emergency disaster relief” source of funding to allow any of our 29 Mutuals to apply for financial assistance due to a fire or other disaster.

12. Building Representatives:

-Ms. Goldsborough informed that E and R is reducing the shower room.

-Mr. Lewis suggested for the Mutual president and vice president to visit building 89 to motivate residents to come to the board meetings.

-Ms. Gervais informed that all mulching is done, and a new proposal is coming about a 5-year plan.

13. Monthly Meeting Date: Wednesday May 25, 2022, at 1:00pm

14. Adjournment – 4:17p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - May 25, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 4/1/22	\$ 38,426.75
Total Receipts - April	298,527.93
Total Disbursements - April	<u>(298,762.16)</u>
Balance - 4/30/22	\$ 38,192.52

Net Operating Expenses

Year To Date - 4/30/22	\$ 4,889	Under Budget
Month of April - 2022	\$ 6,699	Under Budget

Cash Investments

	<u>4/30/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,754,828.82	\$1,841,362
Maintenance Reserve	233,646.34	226,827
Insurance Deductible Reserve	31,179.10	27,795
Other	<u>64,804.34</u>	<u>67,192</u>
Total	\$2,084,458.60	\$2,163,176

Delinquent Report (as of May 16, 2022)

- 12 accounts (not from Bldg. #91) have charges of \$5,731.90.
 - \$1,775.90 of the \$5,731.90 are for two insurance claims.
 - \$3,260.00 of the \$5,731.90 are current charges from 9 accounts.
 - \$696 left, \$618 from 4 > 30 days, \$16 from 2 > 60, \$62 from 2 > 90)
 - There are 9 accounts from Bldg. #91 totaling \$62,765.00.
 - Harrop (#89) account up to date - Last amount due was \$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 = \$69,923.30

Reserve Expenditures - YTD 4/30/22

Replacement Reserve	\$ 138,235
Maintenance Reserve	16,265
Insurance/Legal	<u>0</u>
Total	\$ 154,500

To Reserves YTD 4/30/22

\$78,293

05/13/2022
8:33 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	519,276	519,276	0
1,305	472	833	5,354	1,888	3,466
105	0	105	390	0	390
87,234	0	87,234	154,500	0	154,500
(19,533)	(18,454)	(1,079)	(78,293)	(73,816)	(4,477)
198,929	111,837	87,092	601,228	447,348	153,880
88	88	1	350	352	2
0	1,416	1,416	2,840	4,250	1,410
12,445	12,445	0	49,780	49,780	0
286	275	(11)	1,144	1,100	(44)
0	0	0	300	0	(300)
0	0	0	857	0	(857)
520	933	413	2,080	3,732	1,652
0	208	208	700	832	132
13,339	15,365	2,026	58,051	60,046	1,995
2,931	2,686	(245)	8,792	10,744	1,952
1,857	1,857	0	7,264	7,428	164
0	167	167	0	668	668
0	111	111	0	444	444
0	250	250	3,349	1,000	(2,349)
0	333	333	0	1,332	1,332
0	250	250	438	1,000	562
0	33	33	0	132	132
0	480	480	1,179	1,920	1,920
0	0	0	0	0	(1,179)
0	1,167	1,167	748	4,668	4,668
187	187	0	748	748	0
4,974	7,521	2,547	21,770	30,084	8,314
2,184	2,310	126	13,755	13,530	(225)
0	(669)	(669)	0	(2,676)	(2,676)
10,258	10,570	312	70,056	61,910	(8,146)
0	1,353	1,353	0	5,412	5,412
8,851	9,108	257	36,031	36,432	401
INCOME					
Assessments 5110					
Interest Income 5111					
Late Fees 5114					
Transfers From Funded Reserve 5200					
Transfers To Funded Reserves 5800					
TOTAL INCOME					
ADMINISTRATIVE EXPENSES					
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					
TOTAL ADMINISTRATIVE EXPENSES					
BUILDING EXPENSES					
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					
18 Fire & Sec-General 6211					
02 Grounds Landscaping 6214					
Telephone 6224					
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
98 Electric Com Area 6301					
96 Electric Pr Yr CA 6301					
99 Electric Master 6301					
97 Electric Pr Yr MM 6301					
99 Water 6303					

05/13/2022
8:33 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
21,292	22,672	1,380	TOTAL UTILITY EXPENSES	119,842	114,608	(5,234)
0	167	167	OTHER EXPENSES	0	668	668
667	667	0	01 Activities	2,666	2,668	2
			Bad Debt			
667	834	167	TOTAL OTHER EXPENSES	2,666	3,336	670
40,272	46,392	6,120	TOTAL OPERATING EXPENSES	202,330	208,074	5,744
0	0	0	RESERVE EXPENSES	61,913	0	(61,913)
73,922	0	(73,922)	06 RR Elevator	73,922	0	(73,922)
0	0	0	15 RR Roofs	2,400	0	(2,400)
61	0	(61)	53 RR Reserve Study	2,012	0	(2,012)
47	0	(47)	03 MR Electrical	102	0	(102)
0	0	0	05 MR Plumbing	90	0	(90)
1,611	0	(1,611)	10 MR Other	2,468	0	(2,468)
11,593	0	(11,593)	12 MR Building Maint	11,593	0	(11,593)
			20 MR Dryer Vents			
87,234	0	(87,234)	TOTAL RESERVE EXPENSES	154,500	0	(154,500)
7,813	8,211	398	COMMUNITY FACILITIES	31,988	32,844	856
2,191	2,587	396	10 Administration	9,383	10,348	965
2,459	2,407	(52)	20 Education & Recreation	9,819	9,628	(191)
39	(32)	(71)	21 Club House II	387	(128)	(515)
123	197	74	22 LW News	704	788	84
105	(15)	(120)	25 Food Service	271	(60)	(331)
966	647	(319)	30 Medical Center	4,445	2,588	(1,857)
1,619	1,619	0	40 PPD Management	6,477	6,477	0
2,154	1,861	(293)	41 Grounds	7,426	7,444	18
12,663	13,020	357	43 Trash	50,975	52,080	1,105
978	1,115	137	58 TV	4,124	4,460	336
5,409	4,971	(438)	60 Transportation	21,614	19,884	(1,730)
640	561	(79)	65 Security	2,073	2,244	171
1,118	953	(165)	70 Street Lights	4,327	3,812	(515)
219	208	(11)	80 Golf Course	1,081	832	(249)
28	27	(1)	81 Pro Shop	110	108	(2)
309	309	0	85 Comm Call System	1,232	1,232	0
3,942	3,942	0	90 Snow Reserve	15,764	15,764	0
865	865	0	92 Prop Maint Rsv	3,462	3,462	0
			93 Contg Rsv			

05/13/2022
8:33 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2022

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
1,392	1,392	0	95 Repl Rsv	5,572	5,572	0
0	657	657	98 Salary Adjustment	0	2,628	2,628
45,030	45,502	472	TOTAL COMMUNITY FACILITIES	181,234	182,007	773
5,607	5,773	166	MUTUAL OPERATING	22,956	23,092	136
5,039	5,039	0	10 Administration	20,156	20,156	0
569	0	(569)	41 Grounds	1,496	0	(1,496)
538	189	(349)	42 Special Projects	1,847	756	(1,091)
4,250	4,250	0	44 Community Services	17,000	17,000	0
(66)	118	184	50 Janitorial	134	472	338
(1)	0	1	52 After Hours	154	0	(154)
(397)	0	397	53 Electrical Maint	(1,300)	0	1,300
(524)	0	524	54 Plumbing Maint	(1,376)	0	1,376
391	0	(391)	55 Building Maint	2,396	0	(2,396)
(54)	0	54	56 HVAC	(55)	0	55
0	231	231	57 Appliance Maint	0	924	924
15,352	15,600	248	100 Salary Adjustment	63,407	62,400	(1,007)
187,888	107,494	(80,394)	TOTAL MUTUAL OPERATING	601,471	452,481	(148,990)
11,042	4,343	6,699	TOTAL EXPENSES	(244)	(5,133)	4,889
			INCOME/DEFICIT			

MUTUAL 19B
CASH INVESTMENTS
April 30, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							38,192.52	38,192.52
MONEY MARKET									
	JOHN MARSHALL BANK	0.50%						3.89	3.89
	AXOS BANK	0.05%						0.05	0.05
	PACIFIC NATIONAL BANK	0.55%						29,047.47	29,047.47
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.50%			82,736.72	59,745.29	4,327.18		146,809.19
	AXOS BANK	0.05%			-1,043.06	5,879.16	5,975.19		10,811.29
	PACIFIC NATIONAL BANK	0.55%			30,019.73	168,207.51	20,872.73		219,099.97
CERTIFICATES OF DEPOSIT									
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	109,099.87				109,099.87
100037	BANK OZK	0.99%	155,357.73	07/17/2022	158,075.47				158,075.47
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100033	FORBRIGHT BANK	0.35%	105,668.10	10/18/2022	109,016.17				109,016.17
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	55,715.21				55,715.21
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	112,932.31				112,932.31
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	167,333.60				167,333.60
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
DUE TO FROM:					2,621.21	(185.62)	4.00	(2,439.59)	
TOTAL					1,754,828.82	233,646.34	31,179.10	64,804.34	2,084,458.60



May 16, 2022

Community Report

Community Financials

For the period ending April 30, 2022, net operating expenses were \$6,157.00 over budget.

Year to date, net operating expenses were \$4,596.00 over budget.

Property Transfers

In the month of March were 46 property transfers, which totaled \$352,509.00 in transfer fees.

Gate Access

All residential data has been imported into the new software system/database we will be using.

The beta group has been contacted to begin the process of issuing RFIDs.

Trust Replacement Reserve Study

DMA's draft data report has been reviewed by PPD facility management staff. An updated draft report with annual reserve funding charts is expected to be in hand by the LWCC Board meeting on 5/31/22.

Civil Engineering Services Contract Report

O'Connell & Lawrence, civil engineers, completed additional survey work to include in the expanded floodplain analysis. Once completed the culvert size and design can be determined for cost estimating and contractor bidding. The use of a single precast concrete box culvert is being considered thus eliminating the involvement of the Army Corp of Engineers for approvals. Application for permits to the Maryland Department of the Environment is in process, once the LOD (limits of disturbance) is finalized and the forest conservation requirement is defined for County approval.

Project Status Updates

Clubhouse 1 Project –

Warfel Construction has been dealing with DPS inspection approvals that require additional field reviews on the interior rough-in work before surface finishes can be installed causing progress delays. Circular drive curb and gutter placement and final grading are complete allowing the circular drive concrete flatwork to be poured as weather allows for a continuous installed event. Substantial completion is projected to occur at the end of May, weather dependent, and final occupancy in June.

Admin Building – Construction Cost Update

A minor amendment application has been reviewed by MNCPPC (Maryland National Capital Parks and Planning Commission) that is tentatively scheduled for a public hearing in late July before the August recess. Site signage Building size reduction and site modification construction documents are being prepared by RLPS Architects that reduced the lower-level floor area and moved staff to the upper level where vacant tenant space previously existed. Stantec is revising site development design documents and SWM systems for the Montgomery County permit review.

LW Globe – Repair and Painting

The repair and painting cost is approximately \$44,000. OSHA safety adherence was a primary concern in our contractor selection process due to project visibility from Georgia Avenue. Prep and repair work to occur before painting begins. Swatch sample to be painted to review approved color selection on the Globe surface.

Juneteenth Celebration

Please plan to attend the first LW Juneteenth Celebration on Sunday, June 19th starting at 5:00 pm and fireworks to begin around 9:30. For registration information and updates contact Clubhouse 1 or 2.

HR Corner:

There were six new hires in April.

Current Vacant Positions:

HVAC Forman, (PPD)

Vehicle Mechanic (PPD)

Assistant Property Manager –
(20B)

Assistant Property Manager –
(Fairways South)

Administrative Assistant-
(Fairways South)

Assistant Building Engineer-
(Vantage Point East)

Golf Course Technician-
(Golf- 2 positions)

Evening Maintenance Technician –
(PPD/ Maintenance – Evening)

Special Maintenance Technician-
(PPD/ Special Projects)

Vehicle Mechanic – (PPD)

Registration Coordinator – (Resales)

Clubhouse Operations Assistant

Property Manager (Creekside)

Appliance Mechanic

Gate Guard