



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-
2. Approval of the Agenda-
3. Community Report-(Attachment)-----1-2
4. Approval of Minutes – April 26, 2023, Board Meeting Minutes (Attachment)----3-6
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-(Attachment)-----7
 - a. Invoice Approval –(attachment)-----8-14
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. Schindler Modernization Proposal: update and consultant proposal
 - d. E-Rating updates, sub-metering proposal and cost estimates
 - e. Repainting parking lot markings update
 - f. Window cleaning proposal requested: specifics and costs
8. New Business –
 - a. Proposal-A.B. Veirs – (Attachment)-----15-17
 - b. Proposal- Amicus Elevator Consultant LLC-----18-23
 - c. ABM- Wright-15210 Elkridge Way 3-H—(Attachment)-----24-29
 - d. Recruiting building representative for Bldg. 89 [15310 Beaverbrook]
 - e. Strawberry picnic at Magnolia Park for Mutual residents on June 3
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, June 28, 2023 – 1:00 P.M.
13. Meeting Adjournment:



Res. 125-134

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 26, 2023, at 1:00 p.m. in the Sullivan room.

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

Directors Absent: John Barr, Director

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

Visitors: **In Sullivan room:** Virginia Austin, Charlie Middleton, George Samara, Jane Gervais, Donald Bonn, Laurie Walker-Trottier, and Maureen McCleary

Via Zoom: Dennis Hawkins, Laurie Farnsworth, Kenneth and Christine Sorkin, Janet Lazar, Katherine Horn, Catherine, Arsenetta Hawthorn, JoAnn Grant, Beverly Wright, ASL interpreters: Stephen and Kara

1. Call to Order – Mr. Benefiel called the meeting to order at 1:02 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 review. Mr. Brunelle informed the board that he was going to send an email listing the items that he would follow up with.
4. Approval of March 29, 2023, Regular Board Meeting Minutes – March 29, 2023, regular Board meeting minutes were approved as presented.
5. Unit Owner's and Resident's Open Forum –
-Time was provided for residents/unit owners to discuss items not included on the Agenda.
6. Treasurer's Report – The treasurer's report was presented and was 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
\$1,252.50	Infestation Control account #265811- 15311-1B- treat ants, 15210-3k follow up, 15211 1g-follow up, 15201- monthly service, 15301-2j-treat pest, Dated: 4/22/2023. <u>Resolution #128 4/26/2023</u>
\$1,179.00	Dynalectric Invoice #47108- Quarterly Inspection. Dated: 4/11/2023. <u>Resolution #129 4/26/2023</u>
\$1,179.00	Dynalectric Invoice #46150- Quarterly inspection. Dated: 1/30/2023. <u>Resolution #130 4/26/2023</u>

B. Manager Report- Mr. Brunelle shared a summary with updates on all the items assigned to him at the last board meeting.

C. 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 Forbright Bank CD that matures on May 1, 2023, plus any interest earned at the best available rate for 36 months.

Resolution #131 4/26/2023

7. -Unfinished Business -

A. Building 91 updates, crack in drywall in hallway- Mr. Brunelle still investigating.

B. Progress report on efforts to remove root ball from storm drain: Mr. Brunelle has not received a proposal from H & H Excavating yet to resolve a problem dating from September 2022.

C. Schindler Modernization proposal: Mr. Brunelle did not receive a proposal from his elevator consultant to review the Schindler Elevator proposal (valid for 45 days) dated March 7, 2023.

D. LW E-Rating- Mr. Don Bonn contacted the company and presented proposals to the board. He recommended that Mr. Warren Lupson be invited to a future Board meeting.

E. Status/proposal to replace roof shingles where needed-

- Upon motion duly made, the Board agreed,

To approve the Welsh Roofing Company proposal dated 4/25/2023. The Welsh Roofing Company estimates that that the repair work to be done will cost \$600-\$800 per building when work is completed. Buildings that do not require repair will not be charged. In the event that more extensive work is required leading to a charge greater than \$800 on a single building, Welsh Roofing will notify management before any

work is done. Please see documents for the complete scope of the work.

Resolution #132 4/26/2023

F. Repainting parking lot markings-Mr. Dunn will contact the company and get a proposal sometime this week.

G. Mutual request to share disabled parking spaces among those authorized to use them. Mr. Dunn and Mr. Middletown shared the Maryland parking law and Mutual 19B rules and regulations about this issue.

8. **New Business –**

A. Mutual 19B name change- The official name of M19B is listed in Mutual 19B Bylaws. “Council of Unit Owners of Mutual 19B Condominium of Rossmoor, Inc.

B. 4th of July parade invitation- Ms. McCleary will share this information with residents.

C. Ratify AWM Resolutions #125 and #127

-Upon motion duly made, the Board agreed,

To ratify the approval of the AWM Res # 125 for the ABM submitted by Ritzenberg at 15210 Elkridge Way Unit 1H for exterior door/storm windows.

Resolution #125 4/5/2023

-Upon motion duly made, the Board agreed,

To ratify the approval of the AWM Res # 127 for McFall and Berry proposal #7882 dated 4/5/2023 in the amount of \$2,483.52 for landscape design for front of building 91 (15210 Elkridge Way).

Resolution #127 4/13/2023

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Kennell at 15300 Beaverbrook Ct. 88-1C for lighting/electrical and plumbing. An AWM Res#126 was created for this request, but it was not approved by all board members before the meeting. Therefore, it was approved by board members at the meeting.

Resolution #133 4/13/2023

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Muller at 15300 Beaverbrook Ct. Unit 3K for replacement of the A/C unit.

Resolution #134 4/13/2023

9. **Correspondence- None**

10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Benefiel will invite Mr. Warren Lupson to M19B's next board meeting, scheduled for May 31, 2023.
11. Building Representatives:
12. Monthly Meeting Date: Wednesday May 31, 2023, at 1:00 pm
13. Meeting adjourned at 3:23PM.

Rita M. Mastrococco, Secretary

Treasurer Report - For Statements Received From LWMC on 5/19/23

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Apr. 30, 2023			April 2023		
Balance Forward	\$43,026.29		\$15,771.00	Favorable To Budget	
Receipts	\$212,083.57		Year To Date		
Disbursements	<u>-\$206,445.44</u>		\$29,952.00	Favorable To Budget	
Cash Balance	\$48,664.42				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 4/30/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,754,233.51	\$1,691,442.05	\$0.00		
Maintenance Reserve	\$224,769.81	\$217,561.01	\$10,780.00		
Insurance Reserve	\$10,434.97	\$7,041.23	\$0.00		
Checking/ Money Market	<u>\$40,290.99</u>	<u>\$37,356.59</u>			
Totals	\$2,029,729.28	\$1,953,400.88	\$10,780.00	\$82,883.00	
		<u>Delinquent Report As Of 5/16/23</u>			
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$17,036.13	\$5,053.47	\$2,411.03	\$2,231.47	\$7,340.16

05/17/2023
11:11 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
04/30/2023

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	01 Activities	(1,168)	664	1,832
667	667	0	Bad Debt	2,668	2,664	(4)
667	834	167	TOTAL OTHER EXPENSES	1,500	3,328	1,828
49,402	57,882	8,480	TOTAL OPERATING EXPENSES	248,364	267,872	19,508
779	0	(779)	RESERVE EXPENSES	3,050	0	(3,050)
748	0	(748)	03 MR Electrical	908	0	(908)
0	0	0	04 MR Drainage	512	0	(512)
4,784	0	(4,784)	05 MR Plumbing	4,784	0	(4,784)
0	0	0	07 MR Pest Control	173	0	(173)
0	0	0	08 MR HVAC	727	0	(727)
85	0	(85)	10 MR Other	627	0	(627)
6,395	0	(6,395)	12 MR Building Maint	10,780	0	(10,780)
5,733	9,059	3,326	TOTAL RESERVE EXPENSES	32,743	36,240	3,497
2,415	3,503	1,088	COMMUNITY FACILITIES	11,200	14,010	2,810
2,069	2,405	336	10 Administration	8,640	9,614	974
514	399	(115)	20 Education & Recreation	1,706	1,596	(110)
61	141	80	21 Club House II	264	560	296
(3,756)	(1,056)	2,700	22 LW News	(3,857)	(4,228)	(371)
4,060	1,239	(2,821)	25 Food Service	4,060	4,956	896
3,068	1,184	(1,884)	30 Medical Center	9,287	4,741	(4,546)
1,323	1,323	0	35 Social Work	5,292	5,292	0
2,079	2,180	101	40 PPD Management	6,650	8,718	2,068
13,369	13,018	(351)	41 Grounds	52,121	52,071	(50)
1,371	1,193	(178)	43 Trash	4,899	4,770	(129)
5,256	6,256	1,000	58 TV	22,810	25,023	2,213
937	687	(250)	60 Transportation	3,603	2,744	(859)
2,479	1,407	(1,072)	65 Security	5,519	5,628	109
706	523	(183)	70 Street Lights	1,165	2,091	926
30	27	(3)	80 Golf Course	122	112	(10)
309	309	0	81 Pro Shop	1,232	1,232	0
3,942	3,942	0	85 Comm Call System	15,764	15,764	0
695	695	0	90 Snow Reserve	2,781	2,781	0
1,392	1,390	(2)	92 Prop Maint Rsv	5,572	5,563	(9)
48,052	49,824	1,772	93 Contg Rsv	191,571	199,278	7,707
			95 Repl Rsv			
			TOTAL COMMUNITY FACILITIES			

MUTUAL 19B
CASH INVESTMENTS
April 30, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							48,664.42	48,664.42
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.80%			53,247.41	42,365.19	841.21		96,453.81
	PACIFIC NATIONAL BANK	3.82%			47,316.10	182,880.62	9,593.76		239,790.48
CERTIFICATES OF DEPOSIT									
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	114,066.83				114,066.83
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	4.73%	168,280.93	02/21/2024	170,210.40				170,210.40
100051	FORBRIGHT BANK	5.15%	56,716.65	03/01/2024	57,204.01				57,204.01
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
T-NOTES									
100047	3 Year T-Note	2.875%	109,000	6/15/2025	108,838.34				108,838.34
100048	3 Year T-Note	3.125%	158,000	8/15/2025	157,654.63				157,654.63
100049	3 Year T-Note	4.250%	95,000	10/15/2025	94,842.06				94,842.06
100050	3 Year T-Note	4.500%	109,000	11/15/2025	108,682.71				108,682.71
	DUE TO FROM:				8,849.43	(476.00)		(8,373.43)	
TOTAL					1,754,233.51	224,769.81	10,434.97	40,290.99	2,029,729.28

Current Staff Priorities

- Upgrade to LWMC phone system
- Auditorium sound system upgrade
- CINC conversion
- Catch up on financial statements
- Capital budget
- 2023 Lease renewals
- Actively searching for CFO; in-person interviews currently being held
- 2024 Budget

Project Status Updates

Administration Building

- The onsite preconstruction meeting occurred on 5/8 allowing Warfel to remove trees, demo parking area asphalt, and begin site grading.
- Residents will be impacted by utility connection work on Leisure World Boulevard, at the golf course parking access to the Pro Shop, at the sidewalk access to the clubhouse directly east of the current Administration Building, and the circular drive area due to loading dock demolition and reconstruction. Warfel Construction will be responsible for directional signage, barrier safety fencing, road closure and traffic control devices/flagmen during the work activity.

Security

- Additional cameras have been installed in Clubhouse II and more to be added to Clubhouse I
- AEDs (defibrillators) are audited and fully functional
- Two of four shuttle buses are in service. The third bus had a recall and its ramp broke; it is still out of service waiting for repairs. The fourth bus will be available by the end of June.
- We will begin updating DwellingLive (gate entry software) with current information and invite residents to start using it, beginning with a small test group in Montgomery Mutual.

Physical Properties

In April 2023:

- \$340,700.28 in labor and material revenue
- Processed 1,464 work orders (resulting in 1,381 invoices)
- 1,417 service contracts in place for 2023 (1,456 in 2022) for \$782,000
- Nearly \$274,215 in new contracts for Willson LLC, with 19 appointments
- Customer Service has a full staff along with a new Operations Manager
- Open positions: 2 HVAC, 1 Plumber, 1 Fleet Mechanic, 1 Sanitation Helper

Upcoming Events

- Monday, May 29, at noon and 3pm, Clubhouse I Lanai Memorial Day Picnic
- Sunday, June 4, at 5:30pm, Clubhouse I Murder Mystery Dinner Theatre
- Friday, June 16, from 5-7pm, Clubhouse I Happy Hour
- Sunday, June 18, from 5-9pm, Clubhouse I Juneteenth Celebration
- Friday, June 30, at 7:30pm, Clubhouse I Senior Prom

HR Corner: New Hires in April

- | | | |
|-------------------------|-----------------------------|------------------|
| • Decastro, Stefan | Golf Course Technician I | Golf Maintenance |
| • Butler Sr., Jamal | Golf Course Technician I | Golf Maintenance |
| • Patterson, Brendan | Accounting Clerk | Accounting |
| • Allen, Gina Mari-Alma | Receptionist | Lifestyle |
| • Jones, Terrance | Clubhouse Assistant, Events | Lifestyle |
| • Pisani, James | Pro Shop Attendant | Golf Pro Shop |
| • Atkinson, Andrew | Golf Course Technician I | Golf Maintenance |