



**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 – May 31, 2023, Board Meeting Minutes (Attachment)----3-5
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-
  - a. Invoice Approval – (attachment )-----6-9
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. Elevator Modernization Proposal: update
  - d. Repainting parking lot markings: update
  - e. Window cleaning proposal requested: specifics and costs.
  - f. Recruiting building representative for Bldg. 89 [15310 Beaverbrook]
  - g. Sub-metering proposal and LW project to review e-rating system for master meter properties"
8. New Business –
  - a. McFall and Berry proposals #8881, #9084 & #9086-(Attachement)----10-15
  - b. ESSI- Proposal-Video Surveillance system installation-(Attachment)----16-27
  - c. Welsh Roofing Proposal, Bldg. 88 (15300 Beaverbrook-Attachment)--28
  - d. Radon testing
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, July 26, 2023 – 1:00 P.M.
13. Meeting Adjournment:





REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B  
CONDOMINIUM OF ROSSMOOR, INC.  
HYBRID/SULLIVAN ROOM – 1:00 P.M.  
WEDNESDAY May 31, 2023

Res. #7-13

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, May 31, 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; Don Bonn, Director, and Arsenetta Hawthorne, Director

Directors Absent: None

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

Visitors: **In Sullivan room:** Virginia Austin, Charlie Middleton, Jane Gervais, Maureen McCleary, Regina Goldsborough, Melinda Kelly

**Via Zoom:** Dennis Hawkins, Janet Lazar, and JoAnn Grant

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 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. Ms. Arsenetta Hawthorne expressed dissatisfaction with the quality of the Community Report. Mr. Brunelle will relay the message to the LWMC person who writes and publishes the Community Report.
4. Approval of April 26, 2023, Regular Board Meeting Minutes – The April 26, 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
<b>\$2,550.00</b>	<b><u>Gross Mendelsohn Invoice # 405125-</u></b> Progress billing in connection with the audit of the financial statements and related tax return preparation for the year ended December 31, 2022. Dated:4/30/2023 <b><u>Resolution #7 5/31/2023</u></b>
<b>\$4,850.00</b> Approved, subject to Welsh Roofing fixing problem pending in building 88 &94	<b><u>Welsh Roofing Co. LLC Invoice dated: 5/17/2023</u></b> – Inspected all 7 buildings for missing shingles and clogged gutters/downspouts. Replaced all missing shingles, total of 117shingles/tabs missing. As of 5/17/2023 nothing is missing. Repaired loose soffit on b. 94, remove and haul all debris from job site project. Dated: 5/17/2023. <b><u>Resolution #8 5/31/2023</u></b>
<b>\$1,707.24</b>	Minkoff Company Invoice dated 5/16/2023- Emergency services for water damage: Plumbing services from API Associates plumbing invoices #SD18412 /SD17981 included. Dated: 5/16/2023. <b><u>Resolution #9 5/31/2023</u></b>
<b>\$1,480.00</b>	<b><u>McFall and Berry Invoice #221088-</u></b> Early Spring: provide 1 application of Fiesta. Dated: 5/9/2023. <b><u>Resolution #10 5/31/2023</u></b>

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

7. -Unfinished Business -

- A. Building 91 updates: crack in drywall in hallway and check the Heat pump and thermostat: it is always cold in the hallway- Mr. Brunelle will contact the Minkoff manager to resolve these issues.
- B. Progress report on efforts to remove root ball from storm drain: Mr. Brunelle is waiting for a proposal from H & H.
- C. Elevator Modernization proposal: Amicus Elevator Consultant LLC

- Upon motion duly made, the Board agreed,

To approve the AEC: Amicus Elevator Consultants LLC \$2,950.00 proposal dated May 23, 2023, for two Hydraulic Passenger Elevators located at buildings 15300 and 15310 Beaverbrook Ct. Silver Spring, MD 20906. Please see the attached proposal for a complete scope of work.

**Resolution #11 5/31/2023**

D. LW E-Rating- Mr. Warren Lupson shared very useful information about E-Rating with the board members and residents.

E. Repainting parking lot marketing- A.B. Veirs proposal

- Upon motion duly made, the Board agreed,

To approve the A.B. Veirs and Son Inc. Paving proposal dated April 26, 2023, to re-stripe Beaverbrook Ct. And Elkridge Way to match exiting layout. Patch repair 2 areas to a depth of 2 inches with hot compacted surface asphalt. Total cost: \$23,350.00. Please see the attached document for a complete scope of the work.

**Resolution #12 5/31/2023**

F. Window cleaning proposal- Mr. Brunelle presented information from a company; if the board is interested this company will send a detailed scope of work and cost estimate.

8. New Business –

A. ABM- Wright 15210 Elkridge Way (Bldg. 91) 3-H.

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Wright at 15210 Elkridge Way 3H for balcony window installation, subject to receiving three neighbor signatures.

**Resolution #13 5/31/2023**

B. Recruiting building representative for building 89 (15310 Beaverbrook)-pending.

C. Strawberry picnic at Magnolia Park for Mutual residents on June 3

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports

11. Building Representatives

12. Monthly Meeting Date: Wednesday June 28, 2023, at 1:00 pm

13. Meeting adjourned at 4:42 PM.

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Rita M. Mastrocco, Secretary



Treasurer Report - For Statements Received From LWMC on 6/16/23 and 6/26/23

<u>Cash Activity Report</u>		<u>Net Operating Expenses</u>			
As of May 31, 2023		May 2023			
Balance Forward	\$48,664.42		\$65.00	Favorable To Budget	
Receipts	\$281,220.71		Year To Date		
Disbursements	<u>-\$179,996.66</u>		\$30,017.00	Favorable To Budget	
Cash Balance	\$149,888.47				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 5/31/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,769,795.25	\$1,691,442.05	\$0.00		
Maintenance Reserve	\$226,824.41	\$217,561.01	\$13,538.00		
Insurance Reserve	\$11,301.05	\$7,041.23	\$0.00		
Checking/ Money Market	<u>\$13,568.92</u>	<u>\$37,356.59</u>			
Totals	\$2,021,489.63	\$1,953,400.88	\$13,538.00	\$104,124.00	
<u>Delinquent Report As Of 6/16/23</u>					
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$22,629.17	\$12,068.00	\$2,424.00	\$1,306.00	\$6,831.17

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	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
151,323	151,323	605,292	605,292	0	605,292	0
5,178	1,250	12,875	5,000	3,928	5,000	7,875
6,395	0	10,780	0	6,395	0	10,780
(22,677)	(18,750)	(82,883)	(75,000)	(3,927)	(75,000)	(7,883)
140,219	133,823	546,064	535,292	6,396	535,292	10,772
88	101	350	400	14	400	50
0	2,550	0	5,100	2,550	5,100	5,100
14,642	14,642	58,567	58,568	0	58,568	1
286	286	1,144	1,144	0	1,144	0
0	0	115	0	0	0	(115)
0	58	0	236	58	236	236
15,015	17,637	60,176	65,448	2,622	65,448	5,272
0	2,931	0	11,724	2,931	11,724	11,724
1,857	1,912	7,426	7,651	55	7,651	225
1,321	167	1,321	664	(1,154)	664	(657)
0	176	0	707	176	707	707
0	333	793	1,336	333	1,336	544
0	393	0	1,572	393	1,572	1,572
1,257	250	(565)	1,000	(1,007)	1,000	1,565
0	0	3,390	0	0	0	(3,390)
0	833	1,621	3,336	833	3,336	1,715
0	2,000	0	8,000	2,000	8,000	8,000
187	313	748	1,246	126	1,246	498
4,622	9,308	14,734	37,236	4,686	37,236	22,502
2,967	3,640	22,004	21,320	673	21,320	(684)
0	(613)	0	(2,456)	(613)	(2,456)	(2,456)
16,581	18,679	112,736	109,410	2,098	109,410	(3,326)
0	(903)	0	(3,614)	(903)	(3,614)	(3,614)
9,550	9,300	37,213	37,200	(250)	37,200	(13)
29,098	30,103	171,953	161,860	1,005	161,860	(10,093)
TOTAL ADMINISTRATIVE EXPENSES						
BUILDING EXPENSES						
06 General Maintenance	6202	0	11,724	0	11,724	11,724
01 Elevator Contract	6204	7,426	7,651	55	7,651	225
02 Elevator Overtime	6204	1,321	664	(1,154)	664	(657)
03 Elevator Inspections	6204	0	707	176	707	707
Pest Control	6209	793	1,336	333	1,336	544
05 Sprinkler Contract	6211	0	1,572	393	1,572	1,572
06 Repair Sprinkler,F/A	6211	(565)	1,000	(1,007)	1,000	1,565
07 Fire Marshll, Permit	6211	3,390	0	0	0	(3,390)
10 F/A Inspections	6211	1,621	3,336	833	3,336	1,715
02 Grounds Landscaping	6214	0	8,000	2,000	8,000	8,000
Telephone	6224	748	1,246	126	1,246	498
TOTAL BUILDING EXPENSES						
UTILITY EXPENSES						
98 Electric Com Area	6301	22,004	21,320	673	21,320	(684)
96 Electric Pr Yr CA	6301	0	(2,456)	(613)	(2,456)	(2,456)
99 Electric Master	6301	112,736	109,410	2,098	109,410	(3,326)
97 Electric Pr Yr MM	6301	0	(3,614)	(903)	(3,614)	(3,614)
99 Water	6303	37,213	37,200	(250)	37,200	(13)
TOTAL UTILITY EXPENSES						
OTHER EXPENSES						
TOTAL UTILITY EXPENSES						
OTHER EXPENSES						





05/17/2023  
11:11 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

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

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	MUTUAL OPERATING	YTD ACTUAL	YTD BUDGET	VARIANCE
6,000	9,884	3,884	MUTUAL OPERATING	34,273	39,530	5,257
5,026	5,026	0	10 Administration	20,104	20,105	1
675	0	(675)	41 Grounds	1,979	0	(1,979)
542	0	(542)	42 Special Projects	2,646	0	(2,646)
5,077	5,077	0	44 Community Services	20,308	20,307	(1)
257	171	(86)	50 Janitorial	871	685	(186)
(192)	0	192	52 After Hours	(1,050)	0	1,050
(733)	0	733	53 Electrical Maint	(2,751)	0	2,751
358	0	(358)	54 Plumbing Maint	209	0	(209)
(615)	0	615	55 Building Maint	2,132	0	(2,132)
(1,757)	0	1,757	56 HVAC	(838)	0	838
14,639	20,158	5,519	57 Appliance Maint	77,882	80,627	2,745
118,489	127,864	9,375	TOTAL MUTUAL OPERATING	528,597	547,777	19,180
21,730	5,959	15,771	TOTAL EXPENSES	17,467	(12,485)	29,952
			INCOME/DEFICIT			



MUTUAL 19B  
CASH INVESTMENTS  
April 30, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							48,664.42	48,664.42
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	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
<b>CERTIFICATES OF DEPOSIT</b>									
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
<b>T-NOTES</b>									
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)	
<b>TOTAL</b>					<b>1,754,233.51</b>	<b>224,769.81</b>	<b>10,434.97</b>	<b>40,290.99</b>	<b>2,029,729.28</b>

## Current Staff Priorities

- All Accounting for Mutuals up to date
- 2024 Budgets
- Phone System Upgrade
- CINC Conversion
- Auditorium Sound System Upgrade
- 2023 Leases:
  - Restaurant
  - Landscaping
  - Signal Financial
  - Weichert Realty
- CFO position filled.

## Project Status Updates

### Administration Building

- Footings and foundation work has begun including forming and pouring the lower-level concrete retaining wall separating the two floor levels.
- Building floor slab pours will follow – first, the lower level then the upper floor level.
- Demolition and reconstruction of the restaurant's loading dock area is scheduled to begin on Thursday, July 6, and continue for three weeks. During this time, access to the circular driving vehicular drop-off at the Terrace Room restaurant will be impacted and closed on days that road trenching occurs for installation of underground electric power and natural gas conduits, and stormwater drain lines.

## Security

- Additional cameras will be installed next week in Clubhouse II fitness center and Clubhouse I areas.
- Three shuttle buses are functional. For Juneteenth, one bus rented from JCC will provide fixed route service between the two Clubhouses.
- Security is fully staffed.
- Transportation needs one bus driver.

## Physical Properties

In May 2023:

- \$352,992.75 in labor and material revenue
- Number of calls: 2,691 (2,419 in April)
- More than 1,432 service contracts (\$790K) in place for 2023 (1,456 in 2022)
- Nearly \$241,857 in new contracts for Willson LLC
- Open positions: 2 HVAC, 1 plumber, 1 sanitation helper, 1 vehicle maintenance supervisor



## Upcoming Events

- Sunday, June 30, Clubhouse I
- Sunday, July 2, Clubhouse II
- Tuesday, July 4, Veterans Park, Clubhouse I, Lanai
- Thursday, July 6, Clubhouse II
- Saturday, July 15, Clubhouse II
- Friday, July 21, Clubhouse I

Senior Prom  
Bluegrass/Folk Music  
Parade and Picnics  
Olney Concert Band  
Beatlemania Again  
Happy Hour

## HR Corner: New Hires in February

- |                        |                                 |
|------------------------|---------------------------------|
| • Price, Joshua        | Communications Associate        |
| • Taliaferro, Darlene  | Operations Manager, PPD         |
| • Por, Ingrid          | Accounting Clerk (temp)         |
| • Silver, Joseph       | Gate Guard                      |
| • Adinyemi, Daniel     | Gate Guard                      |
| • Hodges Hull, Deborah | Gate Guard                      |
| • Shaw, Naheem         | Gate Guard                      |
| • Sideris, Theodoros   | Customer Service Representative |
| • Blanco, Emma         | Administrative Assistant        |
| • Shaw, Nadine         | Gate Guard                      |
| • Foreman, Francis     | Service Plumber                 |
| • Kaso, Edlira         | Administrative Assistant        |
| • McIntosh, Kyal       | Gate Guard                      |

Communications  
PPD Customer Service  
Accounting  
Security  
Security  
Security  
Security  
PPD Customer Service  
Villa Cortese  
Security  
Plumbing  
Administration  
Security