



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 – May 25, 2022, Board Meeting Minutes (Attachment)-----3-6
5. Unit Owners and Residents Open Forum
6. Treasurer’s Report-(Attachment)-----7
 - a. CD Activity Resolution-(Attachment)-----8
 - b. Invoice Approval (Attachment)-----9-20
7. Unfinished Business –
 - a. Building 91 updates, including Comcast, Schindler, more
 - b. Building 93 rat infestation update – Infestation Control Inc
 - c. Bylaws Update
 - d. Resolution to pay LWMC for Ins. Claim
 - e. Preparing for the September “Elevator Modernization” in Building 90
8. New Business –
 - a. ABM-Gale (Attachment)-----21-29
 - b. ABM-Griffin (Attachement)-----30-31
 - c. Parking sign for Visitors: States for residents of M19B Only- Ms. Goldsborough.
 - d. Resident on back of building 88 (wooded area) c/o clogged gutters- Ms. Goldsborough
 - e. Ratify: Action Without Meeting Resolution #13-(attachment)-----32
 - f. Proposals: McFall and Berry-#4390, #4508, #4546, #4547 ᇄ, #4558 (attachment)-----33-38
9. Correspondence-
 - a. Letter-Nguyen-request for 15311 Beaverbrook Ct #90-2C(Attachment)--39
 - b. Letter- George and Ginger Samara (Attachment)-----40

10. Leisure World Board of Directors and Advisory Committee Reports-

11. Building Representatives-

12. Monthly Meeting Date – Wednesday, July 27, 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/SULLIVAN ROOM – 1:00 P.M.
WEDNESDAY MAY 25, 2022**

Res. #7-12

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 25, 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 (via Zoom); John Barr, Director (via zoom)

Directors Absent: None

Management: Bob Kimble, General Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charles Middleton; Jane Gervais; Virginia Austin

Via Zoom: Lynne Margolies; Steve Gross (Minkoff President) Melissa Lindsey (Minkoff); Joann Grant; Pat Ritter; A Hawthorne; Barbara Feldman; Nancy Shipe; Matthew

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 May 2022 Community Report and addressed some concerns expressed from residents from building 91 about move in dates, Comcast services and fees, and inspections.
4. Approval of April 27, 2022, Regular Board Meeting Minutes – The April 27, 2022, regular Board meeting minutes were approved as presented.
Approval of the Organizational Annual Meeting Minutes of May 5, 2022- The Organizational Annual Meeting Minutes were approved as presented.
5. Unit Owner’s and Resident’s Open Forum –

* Mr. Middletown expressed gratitude to Mutual 19B Board for the effort the board is doing to accelerate the move in process for residents in building 91.

* Ms. Margolies expressed gratitude to the Mutual Assistant for extremely helpful services whenever she calls and needs things to be fixed or checked by PPD.

* Ms. Austin expressed on behalf of building 91 owners and residents continuing costs, inconvenience, and trouble caused by failed inspections and postponed dates for moving back into the building.

* Ms. Shipe also expressed feelings of frustration and pain on behalf of her sister, Kathy Schap, who planned to move back into her first-floor home in mid-May.

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
\$1,082.50	<u>Infestation Control Invoice # 86365/ 86497/ 86275/ 86274/ 83540/ 84475/86636/86405/86406</u> For treat rodents, follow up services, and monthly services. As of May 13, 2022. <u>Resolution #7, 5/25/2022</u>
\$1,189.25	<u>Insurance Claim:</u> Request reimbursement from unit owner of 15211 Elkridge Way Unit 94-3J. date of occurrence 3/25/2022. Dishwasher leak into unit 2J and 3J, Minkoff invoice #18910-01 emergency clean up and repair Dated: 4/8/2022 <u>Resolution #8, 5/25/2022</u>

- b. CD renewal proposal (Morgan Stanley brokered certificate of deposit rates):

Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to rescind resolution #140 dated 4/27/2022 and to open Treasury Direct Account for Mutual 19B and purchase T bills with matured Gateway First Bank funds for 3 years.

Resolution #9, 5/25/2022

7. -Unfinished Business -

- a. Minkoff Updates for restoration of Bldg. #91 (15210 Elkridge Way)- Mr. Steve Gross (Minkoff's President); Ms. Melissa Lindsey provided an update on the progress of the restoration of building 91 at 15210 Elkridge Way. Ms. Lindsey said that this Friday May 27, 2022, is the next building inspection. The elevator failed inspection by the Maryland DLLR.
- b. Building 93 rat infestation update: No updates currently.
- c. Bylaws Updates- No updates currently.
- d. Minkoff Company Inc. Estimate/proposal for right side soffit on Building 91. Upon motion duly made, the majority (4: Jack Dunn, Rita Mastrorocco, Regina Goldsborough, Clayton Lewis) of the board members agreed, To approve Minkoff Company, Inc., proposal dated 5/10/2022, in the amount of \$27, 778.14 for siding/soffit/gutter/trims (right side) CO3 and the scope of work described in the contract.

Resolution #10, 5/25/2022

- e. Proposal-PPD (install Anti-Slip Visual Cue Tape at Stair Treat). Upon motion duly made, the Board agreed, To approve LWMC proposal dated 3/9/2022 in the amount of \$822.00 price per building to install anti-slip visual cue tape at stair treads in all 7 buildings.

Resolution #11, 5/25/2022

- f. Rescind resolution #137. The Minkoff invoice that the board approved on 4/27/2022 should have gone to Claudia Snider for an open insurance claim for this damage. A reimbursement request from the unit owner of 15211 Elkridge Way unit #94-3J was approved by the Board.
- g. 89-3A- Mike Benefiel provided an update on the mold remediation and ceiling restoration project in Building 89, Unit 3A.

Upon motion duly made, the Board agreed,

To approve DL Carpentry LLC proposal dated 5/23/2022 in the amount of \$1000.00 to install insulation R38 on the ceiling, install drywall, work with the popcorn ceiling to make it the same as the rest and paint it at 15310 Beaverbrook Ct. Unit 3A.

Resolution #12, 5/25/2022

- h. Ratify AWM Resolution #148-McFall and Berry proposal #3538.

Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting to authorize McFall and Berry proposal #3538 dated 4/28/2022 in the amount of \$1,383.83 for April 2022 site enhancements (all work to be done is listed for building 88,89,90,92, and 93 in the documents attached.

Resolution #148, 5/3/2022

8. New Business –
- a. Resales policy for building 91 owners planning to sell - Mr. Benefiel will write a proposal and get input from Mr. Kimble to send to the LW resales department about resales of all Mutual 19B properties in all seven buildings, not just for building 91.
9. Correspondence- none currently.
10. Leisure World Board of Directors and Advisory Committee Report- no updates currently.
11. Building Representatives: Ms. Jane Gervais provided a landscape review from May 25, 2022, attached.
12. Monthly Meeting Date: Wednesday June 29, 2022, at 1:00pm
13. Adjournment – 3:31p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - June 29, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 5/1/22	\$ 38,192.52
Total Receipts - May	247,896.67
Total Disbursements - May	(136,578.17)
Void Check	<u>1,200.00</u>
Balance - 5/31/22	\$ 150,711.02

Net Operating Expenses

Year To Date - 5/31/22	\$ 8,310	Under Budget
Month of May - 2022	\$ 3,421	Under Budget

Cash Investments

	<u>5/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,767,755.57	\$1,841,362
Maintenance Reserve	238,701.66	226,827
Insurance Deductible Reserve	32,023.22	27,795
Other	<u>57,693.89</u>	<u>67,192</u>
Total	\$2,096,174.34	\$2,163,176

Delinquent Report (as of June 16, 2022)

- 13 accounts (not from Bldg. #91) have charges of \$5,289.90.
 - \$1,775.90 of the \$5,289.90 are for two insurance claims.
 - \$3,421.00 of the \$5,289.90 are current charges from 9 accounts.
 - \$93 left, \$60 from 4 > 30 days, \$30 from 2 > 60, \$3 from 1 > 90)
 - There are 8 accounts from Bldg. #91 totaling \$57,186.00.
 - 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 = \$63,902.30

Reserve Expenditures - YTD 5/31/22

Replacement Reserve	\$ 138,235
Maintenance Reserve	16,968
Insurance/Legal	<u>0</u>
Total	\$ 155,203

To Reserves YTD 5/31/22

\$97,822

06/13/2022
11:52 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	649,095	649,095	0
1,298	472	826	6,652	2,360	4,292
90	0	90	480	0	480
703	0	703	155,203	0	155,203
<u>(19,530)</u>	<u>(18,454)</u>	<u>(1,076)</u>	<u>(97,822)</u>	<u>(92,270)</u>	<u>(5,552)</u>
112,380	111,837	543	713,608	559,185	154,423
88	88	0	438	440	3
1,410	0	(1,410)	4,250	4,250	0
12,445	12,445	0	62,225	62,225	0
286	275	(11)	1,430	1,375	(55)
0	0	0	300	0	(300)
0	0	0	857	0	(857)
520	933	413	2,600	4,665	2,065
210	0	(210)	210	0	(210)
0	208	208	700	1,040	340
14,959	13,949	(1,010)	73,010	73,995	985
2,931	2,686	(245)	11,723	13,430	1,707
1,857	1,857	0	9,121	9,285	164
0	167	167	0	835	835
0	111	111	0	555	555
1,083	250	(833)	4,432	1,250	(3,182)
0	333	333	0	1,665	1,665
0	250	250	438	1,250	812
0	33	33	0	165	165
0	480	480	0	2,400	2,400
0	0	0	1,179	0	(1,179)
3,768	1,167	(2,601)	3,768	5,835	2,067
187	187	0	935	935	0
9,825	7,521	(2,304)	31,595	37,605	6,010
1,867	2,310	443	15,622	15,840	218
0	(669)	(669)	0	(3,345)	(3,345)
8,552	10,570	2,018	78,607	72,480	(6,127)
0	1,353	1,353	0	6,765	6,765

06/13/2022
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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2022

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	6303	99 Water	YTD ACTUAL	YTD BUDGET	VARIANCE
8,714	12,144	3,430	6303	99 Water	44,745	48,576	3,831
19,133	25,708	6,575		TOTAL UTILITY EXPENSES	138,975	140,316	1,341
0	167	167	6401	OTHER EXPENSES	0	835	835
667	667	0	6403	01 Activities	3,333	3,335	2
				Bad Debt			
667	834	167		TOTAL OTHER EXPENSES	3,333	4,170	837
44,583	48,012	3,429		TOTAL OPERATING EXPENSES	246,913	256,086	9,173
0	0	0	6900	RESERVE EXPENSES	61,913	0	(61,913)
0	0	0	6900	06 RR Elevator	73,922	0	(73,922)
0	0	0	6900	15 RR Roofs	2,400	0	(2,400)
332	0	(332)	6900	53 RR Reserve Study	2,345	0	(2,345)
0	0	0	6900	03 MR Electrical	102	0	(102)
830	0	(830)	6900	05 MR Plumbing	830	0	(830)
(1,200)	0	1,200	6900	08 MR HVAC	(1,200)	0	1,200
0	0	0	6900	09 MR Gutters	90	0	(90)
409	0	(409)	6900	10 MR Other	2,876	0	(2,876)
333	0	(333)	6900	12 MR Building Maint	11,926	0	(11,926)
703	0	(703)	6900	20 MR Dryer Vents	155,203	0	(155,203)
8,085	8,211	126	7100	TOTAL RESERVE EXPENSES	40,073	41,055	982
2,834	2,587	(247)	7100	COMMUNITY FACILITIES	12,217	12,935	718
2,800	2,407	(393)	7100	10 Administration	12,619	12,035	(584)
126	(32)	(158)	7100	20 Education & Recreation	513	(160)	(673)
221	197	(24)	7100	21 Club House II	924	985	61
(74)	(15)	59	7100	22 LW News	196	(75)	(271)
841	647	(194)	7100	25 Food Service	5,286	3,235	(2,051)
1,619	1,619	0	7100	30 Medical Center	8,096	8,096	0
1,869	1,861	(8)	7100	40 PPD Management	9,294	9,305	11
12,374	13,020	646	7100	41 Grounds	63,349	65,100	1,751
980	1,115	135	7100	43 Trash	5,104	5,575	471
5,732	4,971	(761)	7100	58 TV	27,347	24,855	(2,492)
548	561	13	7100	60 Transportation	2,620	2,805	185
646	953	307	7100	65 Security	4,973	4,765	(208)
135	208	73	7100	70 Street Lights	1,216	1,040	(176)
28	27	(1)	7100	80 Golf Course	138	135	(3)
			7100	81 Pro Shop			
			7100	85 Comm Call System			

06/13/2022
11:52 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
309	309	0	7100	1,541	1,541	0
3,942	3,942	0	7100	19,706	19,706	0
865	865	0	7100	4,327	4,327	0
1,392	1,392	0	7100	6,964	6,964	0
0	657	657	7100	0	3,285	3,285
45,270	45,502	232		226,504	227,509	1,005
5,802	5,773	(29)	7600	28,758	28,865	107
5,039	5,039	0	7600	25,195	25,195	0
581	0	(581)	7600	2,077	0	(2,077)
569	189	(380)	7600	2,415	945	(1,470)
4,250	4,250	0	7600	21,250	21,250	0
0	118	118	7600	133	590	457
118	0	(118)	7600	271	0	(271)
251	0	(251)	7600	(1,048)	0	1,048
(412)	0	412	7600	(1,788)	0	1,788
(642)	0	642	7600	1,754	0	(1,754)
125	0	(125)	7600	70	0	(70)
0	231	231	7600	0	1,155	1,155
15,680	15,600	(80)		79,087	78,000	(1,087)
106,236	109,114	2,878		707,708	561,595	(146,113)
6,144	2,723	3,421		5,900	(2,410)	8,310

90 Snow Reserve
92 Prop Maint Rsv
93 Contg Rsv
95 Repl Rsv
98 Salary Adjustment

TOTAL COMMUNITY FACILITIES

MUTUAL OPERATING

10 Administration
41 Grounds
42 Special Projects
44 Community Services
50 Janitorial
52 After Hours
53 Electrical Maint
54 Plumbing Maint
55 Building Maint
56 HVAC
57 Appliance Maint
100 Salary Adjustment

TOTAL MUTUAL OPERATING

TOTAL EXPENSES

INCOME/DEFICIT

MUTUAL 19B
CASH INVESTMENTS
May 31, 2022

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							150,711.02	150,711.02
MONEY MARKET								
JOHN MARSHALL BANK	0.25%						3.89	3.89
AXOS BANK	0.05%						0.05	0.05
PACIFIC NATIONAL BANK	0.55%						19,056.42	19,056.42
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	0.25%			94,498.24	65,424.81	5,161.25		165,084.30
AXOS BANK	0.05%			-618.37	4,986.34	5,975.44		10,343.41
PACIFIC NATIONAL BANK	0.55%			30,033.83	168,286.51	20,882.53		219,202.87
CERTIFICATES OF DEPOSIT								
100037 BANK OZK	0.99%	155,357.73	07/17/2022	158,204.23				158,204.23
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	109,075.21				109,075.21
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	55,812.61				55,812.61
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	113,025.14				113,025.14
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:								
			****	112,069.49	4.00	4.00	(112,077.49)	
TOTAL				1,767,755.57	238,701.66	32,023.22	57,693.89	2,096,174.34

**** \$109,237.96 Gateway First Bank CD#36 redeemed May-22, to be invested in 3 Year T-Note Jun-22



June 13, 2022

Community Report

Community Financials

Year to date: net operating expenses were **\$29,143 over budget**

Income: \$191,251 *Over budget*

Expenses: \$162,108 *Under budget*

Net Income: \$29,143 *Over budget*

Period ending May 31, 2022: net operating expenses were **\$24,546.00 over budget**

Income: \$4,858 *Over budget*

Expenses: \$5,625 *Over budget*

Expense-Overhead: \$14,063 *Over budget*

Property Transfers

	<u>Current Month</u>		<u>Year-to-Date</u>	
	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
Total property transfer for May:	40	41	154	181
Total transfer contributions:	\$185,666	\$292,474	\$640,696	\$1,198,082

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 and revised by PPD facility management staff. An updated draft report with annual reserve funding charts will be presented for funding discussion at the Executive Committee meeting on 6/17/22.

Civil Engineering Services Contract Report

O'Connell & Lawrence, civil engineers, and their floodplain study consultants are completing the design documents for approvals by the Maryland Department of the Environment and Montgomery County stormwater management and sediment control departments. Current plans are to bid out the culvert replacement work to contractors in mid-July with construction to occur in September. The golf course 17th fairway will be impacted when upstream water is diverted via pumps and temporary piping installation on the cart path and fairway. A temporary cart path ramp will allow golf carts to cross over the surface pipes during construction.

Project Status Updates

Clubhouse 1 –

Warfel Construction has been working weekends to obtain DPS inspection approvals on interior construction, fire suppression, mechanical, electrical, etc. Site lighting installation is in progress with landscaping to follow over the next two weeks. The circular drive curbs and concrete sidewalks are complete. The circular drive concrete will be poured later next week and into the following week as weather allows. Owner and architect punch list review is scheduled for Wednesday 6/22 with final occupancy to follow by the end of June.

Admin Building –

A minor amendment application has been accepted by MNCPPC (Maryland National Capital Parks and Planning Commission) and fees paid to allow for scheduling a public hearing in late July. Public notification signage will be installed next week at the project site. Revised construction documents by RLPS Architects, consulting engineers, and Stantec civil engineers are near completion. Once completed the CD package will be submitted to Montgomery County for review and permits.

LW Globe – Repair and Painting

The Globe painting project has been completed and accepted by PPD management.

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 9 new hires in May. Current vacant positions:

- Vehicle Mechanic (PPD)
- Maintenance Assistant – (Greens II)
- Building Engineer – (Greens II)
- Maintenance Assistant – (Vantage Point East)
- Assistant Resales Administrator – Resales
- Gate Guard – Security and Transportation
- Customer Service Representative – (PPD)
- Special Maintenance Technician – (PPD)
- Appliance Mechanic – (PPD)