



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 – June 28, 2023, Board Meeting Minutes (Attachment)----- 3-7
- 5. Unit Owners and Residents Open Forum-
- 6. Treasurer’s Report----(attachment)-----8
 - a. Invoice Approval – (attachment)-----9-13
- 7. Management Report- (Mr. Brunelle)—(Attachment)-----14-15
 - a. AEC-Amicus Elevator Consultant request inspection/proposals to do reports for Building 92, 93, & 94----(Attachment)—16-21
 - b. Proposal: Welsh Roofing: Gutter Repair for B. 88 (dated 7/14/23)-(Attachment)-22
 - c. Ratify AWM Res#30 7/11/2023—(Attachment)---23
- 8. Old Business –
 - a. Elevator Modernization-
 - b. Sub-metering proposal and LW project to review e-rating system for master meter properties- (Mr. Bonn)
- 9. New Business –
 - a. LWMC-Master List campus wide (info. for The Board) (Attachment)--24
- 10. Correspondence-
- 11. Leisure World Board of Directors and Advisory Committee Reports
- 12. Building Representatives-
- 13. Monthly Meeting Date – Wednesday, August 26, 2023 – 1:00 P.M.
- 14. Meeting Adjournment: -



Res. #14-29

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, June 28, 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, John Barr, and Connie Costa.

Via Zoom: Dennis Hawkins, Janet Lazar, and Laurie Farnsworth

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 presented.
3. Community Report – The community report was included in the board packet for review. Mr. Brunelle answered all questions asked.
4. Approval of May 31, 2023, Regular Board Meeting Minutes – May 31, 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
\$3,972.80	<u>McFall and Berry Invoice #221588-</u> Summer flower installation, supply and install summer flowers into designated beds. Dated: 5/31/2023 <u>Resolution #14 6/28/2023</u>
\$578.47	<u>Minkoff Company invoice #53-0228822- 15211</u> Elkridge Way B. 94-2K Emergency service dispatch charge cleaning remediation technician. Emergency services for entry door damage. Service Date: 3/9/2023 -The board agreed to pay LWMC and to request reimbursement from unit owner of 15211 Elkridge Way unit 2k in the amount of \$578.47. <u>Resolution #15 6/28/2023</u>
\$25,200.00	<u>A.B Veirs and Son Inc. Paving Invoice #1150-</u> Re-pave and re-stripe per proposal, change order 1-yellow curb. Dated: 6/20//2023. <u>Resolution #16 6/28/2023</u>
\$446.00	<u>Dynaletic Invoice #48014 –</u> Annual monitoring fee 2023/2023. Dated: 6/19/2023. <u>Resolution #17 6/28/2023</u>
\$1,179.00	<u>Dynaletic Invoice # 48000-</u> Quarterly inspection. Dated: 6/19/2023. <u>Resolution #18 6/28/2023</u>
\$3,190.00	<u>Amicus Elevator Consultants LLC Invoice #798-</u> Systems evaluation report. Insurance of deficiencies to maintenance provider. Dated:6/25/2023. <u>Resolution #19 6/28/2023</u>

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- it has been repaired.
 - B. Progress report on efforts to remove root ball from storm drain (b.90 & 91): Mr. Brunelle to negotiate contract with Busy Ditch for the roots in the drain,
- Upon motion duly made, the Board agreed,

To approve the Board having our engineer, Doug Tilley, with O'Connell and Lawrence in Olney to review the situation and give their recommendations.

Resolution #20 6/28/2023

C. Elevator Modernization proposal updates: posted for next board meeting.

D. Repainting parking lot marketing- Some board members raised some questions about the number of handicap space requirements.

-Upon motion duly made, the Board agreed,

To approve Mr. Benefiel Mutual19B Board president to contact the mutual legal counsel for a legal opinion about the number of handicap spaces required by law in Montgomery County.

Resolution #21 6/28/2023

E. Window cleaning proposal- Ms. Hawthorne will provide Mr. Brunelle contact information for the company to contact him about this.

F. Recruiting building representative for building 89 (15310 Beaverbrook)- Ms. Connie Costa was nominated for building rep. and Ms. Connie Costa agreed to become the building 89 representative and it was approved by all board members.

G. Sub-metering- Mr. Bonn said there was nothing major to report, it was posted for next board meeting.

8. New Business –

A. McFall and Berry Proposals #8881, #9084, #9086

-Upon motion duly made, the Board agreed,

To approve the McFall and Berry proposal #8881 in the amount of \$5,680.01 for May 2023 tree removals: B.89-remove 1 fallen tree. B.90-remove 2 large Oak trees, B.90-remove dead holly tree, B. 90-remove dead azalea shrubs.

Resolution #22 6/28/2023

-Upon motion duly made, the Board agreed,

To approve the McFall and Berry proposal #9084 in the amount of \$375.00 for B.89-remove 9 dead azalea shrubs with stumps.

Resolution #23 6/28/2023

-Upon motion duly made, the Board agreed,

To approve the McFall and Berry proposal #9086 in the amount of \$2,700.00 for B.90- remove 1 declining Ash tree with stumps, B.92- remove all deadwood and suckers from Maple tree.

Resolution #24 6/28/2023

B. ESSI- Proposal-

-Upon motion duly made, the Board agreed,

To approve the ESSI video surveillance system installation proposal dated: 6/12/2023 in the amount of \$6,195.00 for Building 93 (15201 Elkridge Way), Silver Spring, MD 20906 with a downpayment of 50% due upon acceptance of the contract. Please see documentation for the complete scope of the job and contact information.

Resolution #25 6/28/2023

C. Welsh Roofing proposal dated: 6/19/2023 for B. 88(15300 Beaverbrook Ct.)- for gutter repair.

-Upon motion duly made, the Board agreed,

To approve the Welsh Roofing Company proposal dated 6/19/2023 in the amount of \$450.00 for gutter repair in building 88. Please see documentation for the complete scope of the job and contract.

Resolution #26 6/28/2023

D. AEC- Amicus Elevator Consultant report-

-Upon motion duly made, the Board agreed,

To authorize Mr. Robert Brunelle our Senior Property Manager to contact the Schlender Elevator Corporation and address all the "Itemized Deficiencies" and "Recorded Operating Performance" advising that they remedy the condition covered under their current maintenance contract with Mutual 19B within 60 days of receipt.

Resolution #27 6/28/2023

-Upon motion duly made, the Board agreed,

To authorize Mr. Robert Brunelle our Senior Property Manager to contact the AEC-Amicus Elevator Consultant and request him to conduct inspections for buildings 92, 93, and 94 and make the same reports that were done for buildings 88 & 89.

Resolution #28 6/28/2023

E. Radon testing- is required for rentals only.

9. Correspondence- None
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives

-Upon motion duly made, the Board agreed,

To approve one of the board members to purchase and send flowers to the previous board

director, Ms.
Regina Goldsborough wishing her fast recovery.

Resolution #29 6/28/2023

- Mutual assistant will follow up with PPD about the work order placed requesting to install thermostat cover on 3rd floor Bldg. 91.
12. Monthly Meeting Date: Wednesday July 26, 2023, at 1:00 pm
 13. Meeting adjourned at 5:02 PM

Rita M. Mastrorocco, Secretary

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2023

07/18/2023
 2:58 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
151,323	151,323	0	907,938	907,938	0
3,970	1,250	2,720	20,587	7,500	13,087
105	0	105	180	0	180
33,165	0	33,165	46,703	0	46,703
(21,469)	(18,750)	(2,719)	(125,593)	(112,500)	(13,093)
167,094	133,823	33,271	849,815	802,938	46,877
INCOME					
88	101	14	525	602	77
0	0	0	2,550	5,100	2,550
14,642	14,642	0	87,850	87,852	2
286	286	0	1,716	1,716	0
64	0	(64)	(21)	0	21
0	58	58	0	352	352
15,079	15,087	8	92,620	95,622	3,002
ADMINISTRATIVE EXPENSES					
5,548	2,931	(2,617)	15,348	17,586	2,239
5,047	1,912	(3,135)	14,329	11,475	(2,854)
1,007	167	(840)	2,328	998	(1,330)
0	176	176	0	1,059	1,059
374	333	(41)	2,419	2,002	(417)
446	393	(53)	446	2,358	1,912
0	250	250	(565)	1,500	2,065
1,179	0	(346)	3,390	0	(3,390)
0	833	833	2,800	5,002	2,202
4,263	2,000	(2,263)	2,358	0	(2,358)
304	313	9	4,263	12,000	7,737
18,166	9,308	(8,858)	1,239	1,872	633
1,343	3,640	2,297	48,354	55,852	7,498
0	(613)	(613)	24,461	28,600	4,139
8,621	18,679	10,058	0	(3,682)	(3,682)
0	(903)	(903)	133,324	146,768	13,444
9,331	12,400	3,069	0	(5,420)	(5,420)
19,295	33,203	13,908	54,968	62,000	7,032
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
TOTAL UTILITY EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES					
BUILDING EXPENSES					
UTILITY EXPENSES					
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
TOTAL UTILITY EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES					

07/18/2023
2:58 PM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2023

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
181	167	(14)	OTHER EXPENSES	(904)	998	1,902
667	667	0	01 Activities	4,002	3,998	(4)
			Bad Debt			
848	834	(14)	TOTAL OTHER EXPENSES	3,098	4,996	1,898
53,388	58,432	5,044	TOTAL OPERATING EXPENSES	356,825	384,736	27,911
			RESERVE EXPENSES			
25,200	0	(25,200)	01 RR Concrete	25,200	0	(25,200)
4,850	0	(4,850)	01 MR Roofs	4,850	0	(4,850)
568	0	(568)	03 MR Electrical	5,175	0	(5,175)
0	0	0	04 MR Drainage	908	0	(908)
1,707	0	(1,707)	05 MR Plumbing	2,731	0	(2,731)
0	0	0	07 MR Pest Control	4,784	0	(4,784)
0	0	0	08 MR HVAC	173	0	(173)
0	0	0	10 MR Other	1,415	0	(1,415)
166	0	(166)	12 MR Building Maint	793	0	(793)
673	0	(673)	24 MR Doors & Windows	673	0	(673)
33,165	0	(33,165)	TOTAL RESERVE EXPENSES	46,703	0	(46,703)
			COMMUNITY FACILITIES			
9,150	9,059	(91)	10 Administration	54,615	54,358	(257)
3,071	3,503	432	20 Education & Recreation	17,363	21,016	3,653
1,237	2,405	1,168	21 Club House II	12,706	14,424	1,718
1,005	399	(606)	22 LW News	2,433	2,394	(39)
59	141	82	25 Food Service	364	842	478
(1,247)	(1,056)	191	30 Medical Center	(6,402)	(6,340)	62
1,168	1,239	71	35 Social Work	6,528	7,434	906
1,704	1,184	(520)	40 PPD Management	12,108	7,109	(4,999)
1,323	1,323	0	41 Grounds	7,938	7,938	0
1,481	2,180	699	43 Trash	9,957	13,078	3,121
12,944	13,018	74	58 TV	78,491	78,107	(384)
1,295	1,193	(102)	60 Transportation	6,819	7,156	337
6,842	6,256	(586)	65 Security	35,861	37,535	1,674
555	687	132	70 Street Lights	5,281	4,118	(1,163)
2,457	1,407	(1,050)	80 Golf Course	7,867	8,442	575
291	523	232	81 Pro Shop	1,446	3,137	1,691
30	27	(3)	85 Comm Call System	182	166	(16)
309	309	0	90 Snow Reserve	1,850	1,850	0
3,942	3,942	0	92 Prop Maint Rsv	23,648	23,648	0
695	695	0	93 Contg Rsv	4,171	4,171	0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 06/30/2023

07/18/2023
 2:58 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL			BUDGET	
1,392	1,390	8,356	8,343	8,356	(2)	95 Repl Rsv	8,343	(13)
49,704	49,824	291,582	298,926	291,582	120	TOTAL COMMUNITY FACILITIES	298,926	7,344
						MUTUAL OPERATING		
9,577	9,884	57,166	59,298	57,166	307	10 Administration	59,298	2,132
5,026	5,026	30,156	30,157	30,156	0	41 Grounds	30,157	1
538	0	3,062	0	3,062	(538)	42 Special Projects	0	(3,062)
546	0	3,730	0	3,730	(546)	44 Community Services	0	(3,730)
5,053	5,077	30,315	30,461	30,315	24	50 Janitorial	30,461	146
237	171	1,349	1,027	1,349	(66)	52 After Hours	1,027	(322)
(37)	0	(1,385)	0	(1,385)	37	53 Electrical Maint	0	1,385
(660)	0	(4,320)	0	(4,320)	660	54 Plumbing Maint	0	4,320
(666)	0	(639)	0	(639)	666	55 Building Maint	0	639
(877)	0	1,446	0	1,446	877	56 HVAC	0	(1,446)
(149)	0	(1,365)	0	(1,365)	149	57 Appliance Maint	0	1,365
18,588	20,158	119,514	120,943	119,514	1,570	TOTAL MUTUAL OPERATING	120,943	1,429
154,844	128,414	814,624	804,605	814,624	(26,430)	TOTAL EXPENSES	804,605	(10,019)
12,250	5,409	35,191	(1,667)	35,191	6,841	INCOME/DEFICIT	(1,667)	36,858

MUTUAL 19B
CASH INVESTMENTS
 June 30, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							62,160.47	62,160.47
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.83%			58,530.42	42,420.73	842.31		101,793.46
	PACIFIC NATIONAL BANK	4.00%			72,675.70	182,314.13	11,327.03		266,316.86
CERTIFICATES OF DEPOSIT									
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	114,257.54				114,257.54
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	57,695.55				57,695.55
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
100052	3 Year T-Note	4.125%	127,000	6/15/2026	126,727.05				126,727.05
	DUE TO FROM:				(15,737.53)	(1,069.42)		16,806.95	

TOTAL			1,760,390.29		223,665.44	12,169.34	78,967.42	2,075,192.49
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Current Staff Priorities

- 2024 Budgets
- Phone System Upgrade
- CINC Conversion
- 2023 Lease Renewals
- Loan on Admin Building Completed
- Interviewing for In-House Counsel
- Working on Potential Grants

Project Status Updates

Administration Building

- Foundation footing and perimeter stem walls are near completion along with the full height retaining walls.
- Perimeter wall waterproofing and insulation will be completed prior to backfilling.
- Concrete floor slabs will be poured initially at the lower level with the upper level to follow two weeks later. Steel frame erection will proceed in a similar sequence.
- The existing clubhouse loading dock was recently demolished. Reconstruction with an angular footprint will occur during July with no pedestrian and vehicular access allowed for safety concerns until completion in early August.
- Underground utilities including electric power, natural gas, and stormwater line placement are in process.
- Occupancy of the new building, including LWMC staff and tenants, is targeted to occur during June 2024, with demolition of the existing Admin Building and new upper parking completed by August 2024.

Transportation

- The Red and Green shuttle buses are on a 2-bus weekday schedule. The third bus is undergoing repairs because a vehicle drove over the ramp and fled the scene. This was captured on the bus camera, The violator was identified, and her insurance will cover the cost of the repair, which will be over \$6,000. The fourth bus has been completed and is in transit from Indiana to Maryland.

Security

- We have begun updating resident information in DwellingLive and sending out invitations for its use. This software allows residents to add/delete/modify their guest lists. Property managers also have been given administrative access to update the system.
- We have a “go live” date of July 24, 2023, for the department’s new report writing system, and the body-worn cameras have arrived. We will conduct some training before they are used.

Physical Properties

In June 2023:

- Number of calls: 2,882 (2,691 in May 2023)
- PPD Labor and Material: \$407,395.29 (\$299,048.83 in June 2022)
- 2023 YTD Labor and Material: \$2,039,685.55 (\$2,459,951.14 YTD in 2022)
- Service Contracts: 1,444 (\$739,000) (1,456 in 2022)
- Work Orders: 1,267 (1,493 in June 2022)
- Work Orders, YTD: 7,179 (8,301 in 2022)
- Open Positions: 4 (1 HVAC, 1 Sanitation Helper, 1 CDL Driver, 1 Vehicle Maintenance Supervisor/Lead Mechanic)
- Willson's Contracts: \$73,973 in new contracts for June

Upcoming Events

- Friday, July 28, at 4 and 7:30 p.m., Clubhouse II The Fabulous Hubcaps
- Saturday, Aug. 5, at 7 p.m., Clubhouse II Concert Pianist
- Wednesday, Aug. 9, at 8 a.m., Clubhouse I Coffee with General Manager
- Saturday, Aug. 12, at 7 p.m., Clubhouse II Opera Singer
- Thursday, Aug. 17, at 2 p.m., Clubhouse I Afternoon Tea
- Friday, Aug. 19. at 5 p.m., Veterans Park Moondance: Van Morrison

HR Corner: New Hires in February

- Chicas, Pablo Clubhouse Asst. (Events) Lifestyle
- Young-Johnson, Lynette Clubhouse II Coordinator Lifestyle
- Bates, Sabbar Gate Guard Security
- Crawford, Javaughn Gate Guard Security
- Fuentes Flores Gate Guard Security
- Muha, James Golf Course Technician I Golf Maintenance
- Sprinkle, Nancy Property Manager The Overlook
- Gendleman, Jill Receptionist Lifestyle
- Susanto, Harti Receptionist Lifestyle
- Hyser, Karmen Receptionist Lifestyle
- Goodwin, Barry Special Police Officer Security