



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. **Approval of Minutes – July 26, 2023, Board Meeting Minutes (Attached)----- 1-4**
- 4. **Unit Owners and Residents Open Forum-**
- 5. **Treasurer’s Report----- (attached)-----5**
 - a. **Invoice Approval – (attached)-----6-13**
 - b. **Insurance Claim: 89-3J- (Attached)-----14**
 - c. **CD Resolution-----15**
- 6. **Management Report- (Mr. Brunelle)---(Attached)-----16-17**
 - a. **Community Report-(Attached)-----18-19**
 - b. **Ratify AWM Res #42 8/10/2023---(Attached)-----20**
 - c. **Proposals:**
 - 1. **McFall and Berry #9741-(Attached)-----21-22**
 - 2. **Amicus Elevator Consultant- deficiency report (Attached)---23-27**
 - 3. **Busy Ditch Inc-(Attached)-----28-32**
 - 4. **ESSI-Video Surveillance System Installation-(Attached)-----33-48**
 - d. **ABM’s-**
 - Lederman: 90-2F- (Attached)-----49-54**
 - **Samara: 91-3G- (Attached)-----55-62**
 - **Gervais: 92-2F- (Attached)-----63-68**
 - **Muller 88-3K-(Attached)-----69-74**
 - e. **M19B buildings inspections- (Attached)-----75-76**
 - f. **Elevator Modernization updates**
- 7. **Old Business –**

a. Submeters updates- Don Bonn

b. ESSI video surveillance system installed in Bldg. 93 & Comcast update on the router installation

8. **New Business –**

a. Add handicap parking spaces to the Elkridge Way parking lot-(Attached)----77

9. **Correspondence-**

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

11. **Building Representatives-**

12. **Monthly Meeting Date – Wednesday, September 27, 2023 – 1:00 P.M.**

13. **Meeting Adjournment: -**



Res. #31-41

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, July 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; Don Bonn, Director; and Arsenetta Hawthorne, Director (via zoom).

Directors Absent: Clayton Lewis

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

Visitors: In Sullivan room: Virginia Austin, Charlie Middleton, Jane Gervais, Connie Costa, Maureen McCleary, and Dennis Hawkins.

Via Zoom: Ken Sorkin, (2 ALS interpreters) Janet Lazar, JoAnn Grant, and Laurie Farnsworth

1. Call to Order – Mr. Benefiel called the meeting to order at 1:01 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 June 28, 2023, Regular Board Meeting Minutes – June 28, 2023, regular Board meeting minutes were approved as presented.

- Approval of the Closed meeting of July 24, 2023, Mutual 19B Board of Directors.

-Upon motion duly made, the Board agreed,

To meet on July 24, 2023, at 1:00pm in the Sullivan Room under the Maryland Condominium Act Section 11-109.1(a), for the purpose of “consultation with attorney Corinne G. Rosen, Esq. to seek her legal opinion.

In attendance and voting in favor of the closed session: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary; Don Bonn, Director; and Arsenetta Hawthorne, Director. Also in attendance, Bob Brunelle, Property Manager, and Danesca Pineda, Mutual Assistant.

Discussion centered on handicap parking spaces.

Resolution #31 7/26/2023

5. **Unit Owner's and Resident's Open Forum** –

-Time was provided for residents/unit owners to discuss items not included on the agenda.

- Upon motion duly made, the Board agreed,

To request Mr. Benefiel our Mutual 19B president to read the Mutual 19B Rules and Regulations and to report at the next board meeting what these say about doormats placed at unit entrance doors.

Resolution #32 7/26/2023

- Upon motion duly made, the Board agreed,

To approve for Mr. Jack Dunn to work with Ms. Arsenetta Hawthorn on getting a proposal for window cleaning.

Resolution #33 7/26/2023

- Upon motion duly made, the Board agreed,

To approve for the Mutual 19B president to allow a resident to keep a storage pod in her parking space during her rehabilitation time.

Resolution #34 7/26/2023

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
\$1,365.00	Montgomery County DHCA Invoice # 16522- Registration fee from 7/1/2023 to 6/30/2024 \$6.50 per unit fee, # of units 210. Dated: 6/30/2023
\$1,344.56	McFall and Berry Invoice #221834. March walk through request, left side B.88-supply and install 1 blue spruce specimen. B. 88 supply and install pavers with proper gravel base 46x27. B.88 reshape bed and

	slightly bury pipe to improve appearance, supply and install Nandina Fire power 24-30" B.90 supply and install pavers with proper gravel base 46x48". Dated: June 28, 2023.
\$3,630.00	<u>Dynalectric Invoice #46067</u> -Mutual 19B Deficiency repairs. Quote#0522-1275. Provide labor and material to replace (2) 2 ½ OSNY valves that are leaking in B. 89 and B.90. Dated: 3/30/2023.
\$1,820.00	<u>Dominion Elevator Inspection Services Invoice #128447</u> - Annual Inspection for buildings: 88, 89, 90, 92, Dated: 7/20/2023.

Resolution #35 7/26/2023

7. Management Report- Mr. Brunelle shared a report with updates on all items assigned to management at the last board meeting, it was included in the board packets for review.

A. AEC-Amicus Elevator Consultant: Proposal to inspect and do report for buildings 92,93, and 94:

- Upon motion duly made, the Board agreed,

To approve the AEC Amicus Elevator Consultant LLC proposal dated July 3, 2023, for the three hydraulic Passenger Elevators Located at building 92 (15301 Beaverbrook Ct), 93 (15201 Elkridge Way) and 94 (15211 Elkridge Way) in the amount of \$4,665.00. System Elevator report proposal. Please see contract for the complete scope of the project.

Resolution #36 7/26/2023

B. Welsh Roofing proposal: Gutter Repair b.88 dated:7/14/2023.

- Upon motion duly made, the Board agreed,

To approve the Welsh Roofing proposal dated 7/14/2023 for building 88 (15300 Beaverbrook Ct) in the amount of \$1,525.00 for gutter repair. Please see contract for a complete scope of the project.

Resolution #37 7/26/2023

C. Ratify AWM Res# 30 7/11/2023.

- Upon motion duly made, the Board agreed,

To ratify Action Without Meeting to approve the PPD proposal dated 7/11/2023 in the amount of \$13,025.00 at 15211 Elkridge Way. to Supply and install one (1) Bryant/Carrier 5- ton, R-410 heat pump,215SAN06000A SEER rating of 14.3, with matching 5- ton Bryant/Carrier air handler FJ4DNXD60LOO with 30 kw KFFE3501F30 heat package. Existing refrigerant line set will be tested, cleaned, and re-used, but will not be covered by warranty. The new HVAC system has the same amount of cooling as the one being removed, including a EZ trap and control. To supply all materials necessary for all connections, wiring, duct, tubing, and drain. All labor, shop time, and removal of old equipment and debris is included in this proposal. Leisure World will not be responsible for misuse of this equipment. Please see attached documentation for complete work scope.

Resolution #30 7/14/2023

D. Busy Ditch: roots in the storm drain repair issue:

- Upon motion duly made, the Board agreed,

To approve Management to draft a contract with Busy Ditch for the roots in the

storm drain repair issue and to make sure all of the permits need it for this project are in order and not to exceed the amount of \$50,000.

Resolution #38 7/26/2023

E. McFall and Berry proposal request:

- Upon motion duly made, the Board agreed,
To approve Management to draft/request a contract with McFall and Berry for large tree removal, stump grinding, regrading, downspout extensions and to make sure all the permits need it for this project are in order in the amount of \$11,655.

Resolution #39 7/26/2023

8. Old Business –

- A. Elevator Modernization- Mr. Brunelle is gathering information to present to the board.
- B. Sub-metering proposal and LW project to review e-rating system for master meter properties- (Mr. Bonn).

- Upon motion duly made, the Board agreed,
To approve for Mr. Brunelle to work with Mr. Don Bonn to get two additional proposals for the Sub- metering services.

Resolution #40 7/26/2023

8. New Business –

- A. LWMC-Master List Campus wide -Hand out were provided for all board members to keep for their record.
- B. Landscape committee: no new business

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports

- Mr. Dunn shared that the LWMC Board accepted a proposal from USI insurance.
- Mr. Dunn informed that the Finance committee had 2 meetings to work on the 2024 budget.

- Upon motion duly made, the Board agreed,
To approve for Mr. Jack Dunn to investigate about getting M19B insurance separately.

Resolution #41 7/26/2023

11. Building Representatives:

- Mr. Bonn shared that Ms. Regina Goldsborough's (former board member) funeral took place last Friday.

12. Monthly Meeting Date: Wednesday August 30, 2023, at 1:00 pm

13. Meeting adjourned at: 3:36PM

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 8/16/23 and 8/25/23

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of July 31, 2023			July 2023		
Balance Forward	\$62,160.47		\$17,633.00	Favorable To Budget	
Receipts	\$222,788.40		Year To Date		
Disbursements	<u>-\$210,707.33</u>		\$54,491.00	Favorable To Budget	
Cash Balance	\$74,241.54				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 7/31/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,776,455.25	\$1,691,442.05	\$25,200.00		
Maintenance Reserve	\$225,095.05	\$217,561.01	\$24,915.00		
Insurance Reserve	\$13,041.82	\$7,041.23	\$0.00		
Checking/ Money Market	<u>\$66,366.09</u>	<u>\$37,356.59</u>			
Totals	\$2,080,958.21	\$1,953,400.88	\$50,115.00	\$147,372.00	
	<u>Delinquent Report As Of 8/16/23</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$14,705.86	\$2,667.75	\$1,587.47	\$1,327.47	\$9,123.17

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 07/31/2023

08/16/2023
 12:23 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		
151,323	151,323	1,059,261	1,059,261	0	0
4,280	1,250	24,867	8,750	3,030	16,117
60	0	240	0	60	240
3,412	0	50,115	0	3,412	50,115
(21,779)	(18,750)	(147,372)	(131,250)	(3,029)	(16,122)
137,296	133,823	987,111	936,761	3,473	50,350
88	101	613	703	14	91
0	0	2,550	5,100	0	2,550
14,642	14,642	102,494	102,494	0	2
244	286	1,960	2,002	42	42
885	0	864	0	(885)	(864)
0	58	0	410	58	410
15,858	15,087	108,478	110,709	(771)	2,231
6,080	2,931	21,428	20,517	(3,149)	(911)
1,857	1,912	16,186	13,387	55	(2,799)
0	167	2,328	1,165	167	(1,163)
1,820	176	1,820	1,235	(1,644)	(585)
0	333	2,419	2,335	333	(84)
0	393	446	2,751	393	2,305
906	250	341	1,750	(656)	1,409
0	0	3,390	0	0	(3,390)
0	833	2,800	5,835	833	3,035
1,577	0	2,358	0	0	(2,358)
776	2,000	5,840	14,000	423	8,160
13,016	313	2,015	2,185	(463)	170
		61,371	65,160	(3,708)	3,789
1,613	3,640	26,074	32,240	2,027	6,166
0	(613)	0	(4,295)	(613)	(4,295)
4,549	18,679	137,873	165,447	14,130	27,574
0	(903)	0	(6,323)	(903)	(6,323)
11,548	17,050	66,516	79,050	5,502	12,534
17,711	37,853	230,463	266,119	20,142	35,656

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08/16/2023
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 3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	167	(904)	1,165	167	1,165	2,069
667	667	4,669	4,665	0	4,665	(4)
667	834	3,765	5,830	167	5,830	2,065
47,252	63,082	404,077	447,818	15,830	447,818	43,741
0	0	25,200	0	0	0	(25,200)
0	0	4,850	0	0	0	(4,850)
0	0	5,175	0	0	0	(5,175)
0	0	908	0	0	0	(908)
224	0	2,955	0	(224)	0	(2,955)
0	0	4,784	0	0	0	(4,784)
138	0	311	0	(138)	0	(311)
700	0	700	0	(700)	0	(700)
0	0	1,415	0	0	0	(1,415)
2,350	0	3,143	0	(2,350)	0	(3,143)
0	0	673	0	0	0	(673)
3,412	0	50,115	0	(3,412)	0	(50,115)
8,326	9,059	62,941	63,417	733	63,417	476
2,703	3,503	20,066	24,519	800	24,519	4,453
2,221	2,405	14,927	16,829	184	16,829	1,902
135	399	2,568	2,793	264	2,793	225
(16)	141	348	983	157	983	635
(1,150)	(1,056)	(7,553)	(7,396)	94	(7,396)	157
1,180	1,239	7,708	8,673	59	8,673	965
2,115	1,184	14,223	8,293	(931)	8,293	(5,930)
1,323	1,323	9,261	9,261	0	9,261	0
1,730	2,180	11,687	15,258	450	15,258	3,571
13,427	13,018	91,918	91,125	(409)	91,125	(793)
1,214	1,193	8,033	8,349	(21)	8,349	316
6,203	6,256	42,064	43,791	53	43,791	1,727
327	687	5,608	4,805	360	4,805	(803)
265	1,407	8,132	9,849	1,142	9,849	1,717
1,218	523	2,664	3,660	(695)	3,660	996
30	27	213	193	(3)	193	(20)
309	309	2,159	2,159	0	2,159	0
3,942	3,942	27,590	27,590	0	27,590	0

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 Mutual Revenue And Expense Statement
 07/31/2023

08/16/2023
 12:23 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
695	695	4,866	4,866	0	93 Contg Rsv	4,866	0
1,392	1,390	9,748	9,733	(2)	95 Repl Rsv	9,733	(15)
47,590	49,824	339,172	348,750	2,234	TOTAL COMMUNITY FACILITIES	348,750	9,578
8,714	9,884	65,880	69,182	1,170	MUTUAL OPERATING	69,182	3,302
5,026	5,026	35,182	35,183	0	10 Administration	35,183	1
395	0	3,457	0	(395)	41 Grounds	0	(3,457)
576	0	4,306	0	(576)	42 Special Projects	0	(4,306)
5,053	5,077	35,368	35,538	24	44 Community Services	35,538	170
321	171	1,670	1,198	(150)	50 Janitorial	1,198	(472)
50	0	(1,335)	0	(50)	52 After Hours	0	1,335
(410)	0	(4,730)	0	410	53 Electrical Maint	0	4,730
126	0	(512)	0	(126)	54 Plumbing Maint	0	512
639	0	2,085	0	(639)	55 Building Maint	0	(2,085)
158	0	(1,207)	0	(158)	56 HVAC	0	1,207
20,650	20,158	140,164	141,101	(492)	57 Appliance Maint	0	937
118,904	133,064	933,528	937,669	14,160	TOTAL MUTUAL OPERATING	141,101	4,141
18,392	759	53,583	(908)	17,633	TOTAL EXPENSES	937,669	54,491
					INCOME/DEFICIT		

MUTUAL 19B
CASH INVESTMENTS
July 31, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							74,241.54	74,241.54
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%			98,843.14	42,479.82	843.48		142,166.44
	PACIFIC NATIONAL BANK	4.00%			20,221.36	184,890.23	12,198.34		217,309.93
CERTIFICATES OF DEPOSIT									
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	114,351.45				114,351.45
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	172,183.67				172,183.67
100051	FORBRIGHT BANK	5.15%	56,716.65	03/01/2024	57,946.97				57,946.97
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:				10,150.45	(2,275.00)		(7,875.45)	
TOTAL			1,776,455.25		225,095.05	13,041.82	66,366.09		2,080,958.21

Current Staff Priorities

- 2024 Budget
- Phone System Upgrade
- CINC Conversion – Project Manager on board
- 2023 Lease Renewals
- Interviewing of In-House Counsel candidate
- Working on Potential Grants
- MedStar advertisement
- Town Hall Budget Presentation – September 13th – 2pm

Project Status Update

Administration Building

- Pedestrian access on the north side of Clubhouse I to the outdoor pool and restaurant has been restored.
- Storm water outfall connection at the north end of the site is planned to occur over the next two weeks with sanitary connection to follow in mid to late September.
- The water service connection extending from the service easement located behind the shopping center across Leisure World Boulevard is now planned for early October.
- The new Admin Building lower floor slab has been poured after installation of plumbing sanitary lines and electrical conduits. The elevator pit is completed with sump pump drainage. Waterproofing membrane and insulation are complete on perimeter foundation walls allowing soil backfilling and grade stabilization. Perimeter wall steel frame erection has begun with door frames, perimeter wall framing and interior partition walls to begin later this week.
- The upper floor foundation stem walls are expected to be complete by the end of August, after which the floor slab-on grade will be poured in early September.
- Retaining wall bracing remains until all backfilling is completed and upper floor interior slab and rear terrace slab and stairs are poured and cured.
- Warfel expects a significant increase in subcontractor workers and parking as the building steel erection proceeds.
- The building structural frame “topping out” celebration is tentatively scheduled for late October, weather permitting.

Security

- We continue to add residents to DwellingLive so they can manage their guests.
- The new police reporting system is working well, and officers are wearing body cameras.
- Traffic engineers have been studying the North (Norbeck) Gate. Recommendations will be made shortly.

Transportation

- Three shuttle buses are in service: Red, Green and Blue
- The new bus has arrived and was placed in service
- One bus is out of service due to electrical issues.

Physical Properties

In July 2023:

- Labor and materials revenue: \$294,647 (July 2022: \$293,006)
- YTD Labor and materials revenue: \$2,334,332 (YTD 2022: \$2,249,951)
- Work orders: 1,335 (July 2022: 1,399)
- YTD work orders: 8,514 (2022: 9,700)
- Calls: 3,332 (June 2023: 2,882)
- Service contracts for 2023: 1,456 (\$796,000) (2022: 1,456)
- New contracts for Willson LLC: \$211,578
- Open positions: 2 (1 HVAC, 1 CDL Driver)

Upcoming Events

- Friday, Aug. 25, from 5-7pm, Clubhouse Lanai Happy Hour
- Thursday, Aug. 31, at 7pm, Clubhouse II Auditorium Starvation Army Band
- Saturday, Sept. 2, from 9:30am-2pm, Clubhouse I Ballroom Flea Market
- Saturday, Sept. 9, from 5-7pm, Veterans Park Concert: Swing'n on a Star
- Monday, Sept. 11, at 2pm Concert: American Songbook
- Friday, Sept. 22, from 5-7pm, Veterans Park Concert: Motown Tribute

HR Corner: New Hires in July

- | | | |
|----------------------|---------------------------------|------------------|
| • Fauver Jr, Donald | Service Plumber | Plumbing |
| • Suran, Simon | Chief Financial Officer | Administration |
| • Dunn, Anthony | Sanitation Helper | Sanitation |
| • Rosenblum, David | Pro Shop Attendant | Golf Pro Shop |
| • Zhou, George | HVAC Technician | HVAC |
| • Slepitz, Ellen | Customer Service Representative | PPD |
| • Haslacker, Matthew | Golf Course Technician I | Golf Maintenance |
| • Calvetti, Pablo | Gate Guard | Security |
| • Sweeper, Ladarius | Gate Guard | Security |
| • Burgess, Ramon | Clubhouse Assistant (Events) | Lifestyle |
| • Hayes, James | Gate Guard | Security |
| • Sung, Jasmin | Receptionist | Lifestyle |