



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)-----1-3
4. Approval of Minutes – September 28, 2022, Board Meeting Minutes (Attachment)---4-8
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-(Attachment)-----9
 - a. Invoice Approval (Attachment)-----10-32
7. Unfinished Business –
 - a. Building 91 updates, including Schindler elevator and follow-up, update on Dynalectric fire alarms, defective heat sensors, new lobby directory of residents, lobby furniture, more..
 - b. Schindler Elevator Modernization project: updates for Building 90
 - c. Insurance process documents and updates (Attachment)-----33-34
 - d. Bylaw amendments voting follow-up mailing and results
 - e. 10-11-22 Budget for 2023 mailing and response, condo fee increases in 2023
 - f. REI/Drayco storm drain inspection and proposals
8. New Business –
 - a. A Bench for building 88- (John Barr)
 - b. Electrical Breaker Boxes
 - c. Ratify AWM Res#73- Schindler Elevator invoice #7401567568-(Attachment) ----35
 - d. ABM- Aria Property LLC-(Attachment) ----- 36-41
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, Nov. 30, 2022 – 1:00 P.M.
13. Meeting Adjournment:



Res. 64-72

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, September 28, 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

Directors Absent: John Barr, Director

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

Visitors: **In Sullivan room:** Gary Rubino, Jane Gervais, Maureen McCleary, Virginia Austin.

Via Zoom: Joann Grant, Dennis Hawkins, Laurie Farnsworth

1. Call to Order – Mr. Benefiel called the meeting to order at 1:04 p.m.
2. Approval of the Agenda – The agenda is approved, as presented.
3. Community Report – Mr. Kimble presented the September 2022 Community Report and addressed all questions asked.
4. Approval of August 31, 2022, Regular Board Meeting Minutes – The August 31, 2022, regular Board meeting minutes were approved as presented.
5. Unit Owner's and Resident's Open Forum –
-Ms. Goldsborough expressed concern about residents propping open building 88's back door to keep it open. The Board agreed to remind all residents and visitors that propping open doors is prohibited.
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. Investment activities approval:

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note with the entire proceeds of the Forbright Bank CD that matures on October 18, 2022, plus any interest earned at the best available rate for 36 months.

Resolution #64 9/28/2022

b. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$5,062.53	<u>Insurance Claim Revised: Storage Room Fire:</u> 15210 Elkridge Way building 91. Difference to be paid for drywall repairs. Dated: 9/13/2022. <u>Resolution #65 9/28/2022</u>
\$4,564.43	<u>Minkoff Company Job # 19163-01-</u> 15201 Elkridge Way unit 1D. Emergency services for water damage. Services Dated: 8/16/2022. Invoice Dated: 9/21/2022 <u>Resolution #66 9/28/2022</u>

-Upon motion duly made, the Board agreed,

To approve reimbursement to LWMC for the payment made to Minkoff Company job #19164-01 for Insurance Claim in the amount of \$500.00 dated 9/13/2022, for 15211 Elkridge Way unit 94-2G repair drywall in ceiling in unit 1G.

Resolution #67 9/28/2022

7. -Unfinished Business -

- A. Building 91 updates, including Schindler elevator and follow-up, update on PPD special projects, new lobby directory of residents, more (Ginny Austin's list)-Mr. Jack Dunn will find out how LW Management can order the directory needed for building 91 and provide assistance for future purchase orders.
- B. Schindler Elevator Modernization: updates in Building 90 (Maureen McCleary)-Ms. McCleary expressed that Schindler is working on the elevator and all is going well. So far only one resident will need to stay at a hotel for about 4 weeks during the elevator modernization time period.

- C. REI/Drayco: inspect and clear storm drains behind Bldgs. 90, 91, & 92 on 9/26- The company inspected the area and found a new problem, Mr. Lee Shields will send the Mutual president Mr. Benefiel a new proposal for this new job/problem they found to be approve by an Action Without Meeting. Inspection of the storm drains showed that roots have produced “root balls” inside the drains, reducing or blocking the flow. Additional work will be required to remove these root balls.
- D. Results of September 14 Special Bylaws meeting, and next steps-

-Upon motion duly made, the Board agreed,

To do a 2nd mailing only for the unit owners who did not respond to the first mailing, asking those unit owners to please take the time to respond. Mr. Benefiel will write a draft letter and is asking for all board members input on it.

Resolution #68 9/28/2022

- E. Budget for 2023, updates on increases in costs for insurance, electricity, community facilities fees-

-Upon motion duly made, the Board agreed,

To approve the revised 2023 budget Brenda Callejas from accounting will provide Mutual 19B and to mail it to all unit owners of Mutual 19B.

Resolution #69 9/28/2022

8. New Business –

- a. Bench for building 88- Mr. Barr- action deferred until further notice.
- b. Furniture for the Lobby in Building 91 [15210 Elkridge] (Virginia Austin)

-Upon motion duly made, the Board agreed,

To approve a budget in the amount of \$2,500 to buy furniture for the lobby area in building 91 (15210 Elkridge Way). Mutual assistant will find out from accounting/Management if there is a way to get a purchase order or any other method that will facilitate the purchase of the furniture or any other item Mutual 19B would like to buy in the future (or board member to purchase and get reimbursement).

Resolution #70 9/28/2022

- c. Proposal: McFall and Berry:

-Upon motion duly made, the Board agreed,

To approve McFall and Berry Modified/Revised proposal for Fall 2022 annual flower planting in the amount of \$1,270.25.

Resolution #71 9/28/2022

d. Ratify: Action Without Meeting Resolution #60 and #63

-Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting resolution #60 to approve a proposal from REI/Drayco of Forestville, MD, to inspect the storm drains serving the area between M19B buildings 90 [15311 Beaverbrook] and 91 [15210 Elkridge]. A charge of \$400.00 for their set-up fee and a four-hour minimum of \$495.00 which comes to \$1,980.00, a minimum charge of \$2,380.00. Proposal documents are attached for all details.

Resolution #60 9/7/2022

-Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting resolution #63 to approve Minkoff Company, Inc., change order dated 9/13/2022 in the amount of \$1,944.00 for 15210 Elkridge Way Unit 2F- to remove existing flooring in kitchen, breakfast, pantry, and utility closet. Provide and install vinyl sheet goods with white shoe molding. A deposit of 50% of the change order is due upon ratification. The remainder is due upon completion of the change scope of work.

Resolution #63, 9/13/2022

e. ABM-Kreuter-

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Henry and Gina Kreuter at 15310 Beaverbrook Ct. Unit 3A for remodeling the guest bathroom.

Resolution #72 9/28/2022

9. Correspondence- Legal opinion from Corinne Rosen on the Mutual 19B Special Bylaw meeting held on September 14, 2022, was included in the board packet for all board members.
10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn shared that the LW budget for 2023 was approved at the LW board meeting on September 28, 2022.
11. Building Representatives: Ms. Mastrococco expressed that a new resident at her building 92 needs lots of assistance, she is not very independent and is calling for almost everything. Mr. Benefiel expressed that in his building 93 there is a resident who sleepwalks.

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- 12. Monthly Meeting Date: Wednesday October 26, 2022, at 1:00pm
- 13. Meeting adjourned at 3:55 PM.

Rita M. Mastrorocco, Secretary

Mutual 19B - October 26, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 9/1/22	\$ 25,052.96
Total Receipts - September	309,311.19
Total Disbursements - September	<u>(190,717.81)</u>
Balance - 9/30/22	\$ 143,646.34

Net Operating Expenses

Year To Date - 9/30/22	\$ 32,020	Unfavorable To Budget
Month of September - 2022	\$ 2,744	Unfavorable To Budget

Cash Investments

	<u>8/30/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,792,454.11	\$1,841,362
Maintenance Reserve	227,873.36	226,827
Insurance Deductible Reserve	18,862.02	27,795
Other	<u>42,661.84</u>	<u>67,192</u>
Total	\$2,081,851.33	\$2,163,176

Delinquent Report (as of October 16, 2022)

- 9 accounts (not from Bldg. #91) have charges of \$4,740.24.
 - \$2,039.25 of the \$4,740.24 are for two insurance claims.
 - \$2,667.99 of the \$4,740.99 are current charges from 5 accounts.
 - \$33 left, \$0 > 30 days, \$15 from 2 > 60, \$18 from 3 > 90)
 - There are 3 accounts from Bldg. #91 totaling \$11,912.00.
 - 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 = \$18,078.64

Reserve Expenditures - YTD 9/30/22

Replacement Reserve	\$ 166,013
Maintenance Reserve	67,475
Insurance/Legal	<u>0</u>
Total	\$ 233,488

To Reserves YTD 9/30/22

\$176,816

10/20/2022
10:19 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	1,168,371	1,168,371	0
1,784	472	1,312	12,703	4,248	8,455
15	0	15	750	0	750
64,231	0	64,231	233,488	0	233,488
(20,025)	(18,454)	(1,571)	(176,816)	(166,086)	(10,730)
175,824	111,837	63,987	1,238,496	1,006,533	231,963
0	0	0	19	0	(19)
88	88	0	788	792	5
0	0	0	4,250	4,250	0
14,642	12,445	(2,197)	116,399	112,005	(4,394)
0	0	0	726	0	(726)
286	275	(11)	2,575	2,475	(100)
0	0	0	300	0	(300)
0	0	0	857	0	(857)
520	933	413	4,680	8,397	3,717
200	0	(200)	410	0	(410)
0	208	208	700	1,872	1,172
15,735	13,949	(1,786)	131,703	129,791	(1,912)
2,931	2,686	(245)	23,445	24,174	729
1,857	1,857	0	16,547	16,713	166
4,282	167	(4,115)	4,282	1,503	(2,779)
4,298	111	(4,187)	4,743	999	(3,744)
1,096	250	(846)	5,967	2,250	(3,717)
0	333	333	3,318	2,997	(321)
468	250	(218)	2,326	2,250	(76)
0	33	33	0	297	297
0	480	480	0	4,320	4,320
2,864	1,167	(1,697)	21,578	10,503	(11,075)
187	187	0	2,088	1,683	(405)
17,982	7,521	(10,461)	84,294	67,689	(16,605)
2,941	2,310	(631)	27,891	24,750	(3,141)
0	(669)	(669)	0	(6,021)	(6,021)
12,478	10,570	(1,908)	148,695	113,250	(35,445)

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 09/30/2022

10/20/2022
 10:19 AM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		
5,326	4,971	49,585	44,739	(355)	(4,846)
922	561	6,047	5,049	(361)	(998)
457	953	8,126	8,577	496	451
54	208	1,876	1,872	154	(4)
28	27	249	243	(1)	(6)
309	309	2,777	2,777	0	0
3,942	3,942	35,474	35,474	0	0
865	865	7,787	7,787	0	0
1,392	1,392	12,532	12,532	0	0
0	657	0	5,913	657	5,913
44,883	45,502	413,943	409,517	619	(4,426)
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
5,954	5,773	53,584	51,957	(181)	(1,627)
5,039	5,039	45,351	45,351	0	0
582	0	4,430	0	(582)	(4,430)
621	189	4,807	1,701	(432)	(3,106)
4,250	4,250	38,250	38,250	0	0
(132)	118	279	1,062	250	783
(265)	0	(167)	0	265	167
(1,205)	0	(2,553)	0	1,205	2,553
(115)	0	(2,553)	0	115	2,553
(936)	0	4,114	0	936	(4,114)
(306)	0	582	0	306	(582)
0	231	0	2,079	231	2,079
13,488	15,600	146,125	140,400	2,112	(5,725)
TOTAL MUTUAL OPERATING					
181,918	115,186	1,275,376	1,011,393	(66,732)	(263,983)
(6,093)	(3,349)	(36,880)	(4,860)	(2,744)	(32,020)
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
September 30, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							143,646.34	143,646.34
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.35%			113,800.74	59,395.42	834.91		174,031.07
	PACIFIC NATIONAL BANK	1.18%			32,488.93	168,477.94	16,921.87		217,888.74
CERTIFICATES OF DEPOSIT									
100033	FORBRIGHT BANK	0.35%	105,668.10	10/18/2022	109,203.93				109,203.93
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	56,213.70				56,213.70
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	113,406.50				113,406.50
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	167,646.49				167,646.49
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
	DUE TO FROM:				99,879.26		1,105.24	(100,984.50)	
TOTAL					1,792,454.11	227,873.36	18,862.02	42,661.84	2,081,851.33

**CD 24 First Internet BK Maured 9/18/2022, in Process of Reinvestment

October 18, 2022

Community Report

Community Financials

Year to date: Net Revenue over Expenses is unfavorable to budget by \$276,892

Income:	338,423 Unfavorable to budget
Expenses:	<u>61,531</u> Favorable to budget
Net Income:	276,892 Unfavorable to budget

Summary for the Month: Net Revenue over Expenses is favorable to budget by \$80,727

Income:	55,858 Favorable to budget
Expenses- Salary/ Benefits:	64,890 Favorable to budget
Expense-Overhead:	<u>40,021</u> Unfavorable to budget
Net Income:	80,727 Favorable to budget

Net Revenue over Expenses is unfavorable by about \$277k, year to date, an improvement of about \$81k from last month.

Revenue across all departments is unfavorable by about \$338k, of which the PPD revenue decline is about \$303k, net of the cost of goods.

Expenses are favorable to budget by about \$62k, of which PPD has the most significant cost savings, due primarily to payroll, taxes, and benefits.

Management has shared that the revenue decline is due mainly to how labor was treated for capital projects. The current procedure is to create revenue for all labor used for capital projects. The assumption of the % of staff time for capital projects has been over-inflated, and management is using actual time for the allocation. In 2023, we will not be creating a revenue entry for these types of situations.

Management is focused on cost containment efforts, but those efforts are limited due to the increase in certain expenses that can't be reduced. Utilities, for instance, are about \$88k unfavorable, due primarily to electricity. Had utilities performed to budget, the expense favorably would have been about \$150k, showing management's focus on reducing expenses.

Divisions: Year to Date

Administration	15,418 Favorable to budget
Clubhouse/ Communication	72,570 Unfavorable to budget
Health Services	17,422 Unfavorable to budget
PPD	161,840 Unfavorable to budget
Community Services	105 Favorable to budget
Security/ Transportation	63,041 Unfavorable to budget
Golf	22,458 Favorable to 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 September:	46	42	343	350
Total transfer contributions:	\$219,175	\$311,796	\$1,545,754	\$2,449,452

Current Staff Priorities

Physical Properties Department – The Business Manager/ Facilities Director position has been filled. Customer Service and property staffing are our first priorities.

New Property Management/ Accounting Software – We have selected CINC software for our property management and accounting needs.

The General Manager is looking for volunteers that have experience in grant writing for various projects in the community.

M&O Agreements are in the process of being prepared and will be distributed by management during the week of October 17th.

Gate Access

A schedule has been made for RFID installations to be completed by the end of the year.

Gleneagles Drive Culvert – Stormwater Management – O’Connell and Lawrence Civil Engineer (O’C&L)

The O’C&L managed construction bid process resulted in accepted bids from qualified utility service contractors from which H&H Concrete was selected and approved by the LWCC Board. Precast concrete shop drawing submittal preparation is in process with box culvert fabrication to follow. Construction will begin following a contractor/design engineer / MD Dept of Environment meeting on sediment control means and methods to ensure existing stormwater function during construction. County DPS permit release is dependent on design document review comments and consultant’s additional response acceptance – hopefully soon. A roadway traffic control and emergency response plan are being prepared for LWMC approval. Construction will necessitate detours to limit Gleneagles Drive through traffic as full roadway closure will occur once excavation begins and continue until the culvert replacement and surface pavement is completed.

Project Status Update

Clubhouse I and Circular Drive –

The new Terrace Room restaurant entrance and Maryland Room expansion are functional and in use. LWMC and Warfel Construction continue to close out the project with the preparation of ‘as-built’ drawings, O&M (operations and maintenance manuals), equipment commissioning, acceptance of subcontractor’s warranties, and release of final invoice payment including retainage. SWM devices and exterior lighting are operational. Plant materials and seeded grass are being monitored and watered as needed to establish growth. Installation of a curb ramp at the circular drive drop-off will occur in late October following CPAC’s design option approval at their October 17th advisory committee meeting.

Admin Building –

The MNCPPC (Maryland National Capital Parks and Planning Commission) public hearing is scheduled for Thursday, November 3rd at the County's Wheaton headquarters. The minor amendment review, necessary due to building GFA (gross floor area) reduction on the lower level, has resulted in a smaller floorplate and less disturbed site area. LWMC staff relocation from the lower to the upper floor will occupy prior programmed office tenant space now unnecessary with cost savings expected to offset inflationary increases. Construction/design documents revised by our architects and engineers are in the review process with Montgomery County for building permits. Warfel Construction will begin the subcontractor bid process in mid-October, a duration expected to take 3-4 weeks, in preparation for contract signing with LWMC in mid-November. The bid and contract process will occur ahead of year-end construction cost increases with time allotment for long-lead equipment procurement, such as electrical switchgear, storefront systems, structural steel, elevator, and lighting. etc. The construction schedule start will be March 2023 with contractor site prep and mobilization to occur in the month prior.

HR Corner - New Hires in September

- Pelaez, Tristan T – Golf Course Technician II (Golf Maintenance)
- Cumbo, Kayla K – Administrative Assistant (Mutual 17A Fairways South)
- Charles, Tamas E. – HVAC/ Major Appliance Technician (HVAC)
- Rudnick II, James Joseph – Security Manager (Security)
- Zuk, John M. – Business Manager/ Facilities Director (PPD Administration)
- Omer, Yassir M. – Evening Maintenance Technician (Evening Maintenance)

Shredding Day

The next shredding day will be held on Saturday, November 12th in the Administration Building parking lot.