



**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, Lewis, Hawthorn, Bonn)-
2. **Approval of the Agenda-**
3. **Approval of Minutes – Sept. 27, 2023, Board Meeting Minutes (Attached)----- 1-3**
4. **Unit Owners and Residents Open Forum-**
5. **Treasurer’s Report---(Attached)--4**
  - a. Simon Suran, Chief Financial Officer of LWMC
  - b. **Invoice Approval – (Attached)-----5-18**
6. **Management Report- (Mr. Brunelle)**
  - a. **Community Report-(Attached)-----19-20**
  - b. **Proposals: 1. PPD Maintenance 2024-(Attached)—21**  
**2. Dynaletic-Quote #0523-1377 dated Oct 12, 2023.- (Attached)-22**
  - c. **Ratify AWM Res #63 and #64- (Attached)—23-24**
7. **Old Business –**
  - a. Submeter project - updates and reports from the committee
  - b. Security camera project - update on costs for providing internet access to surveillance camera through Comcast account.
  - c. Storm drain repair project - updates from Busy Ditch and McFall & Berry
8. **New Business –**
  - a. **Preliminary Budge approval to mail out-(Attached)—25-28**
  - b. **M&O Agreement approval –(Attached)—29-39**
  - c. **15300/15301 Beaverbrook Ct-(attached)-40**
  - d. **ABM- 88-1G- (Attached)- 41-44**
  - e. **Repair of unlocked mailbox at Bldg. 89**
9. **Correspondence-90-IK-(Attached)-45-48**
10. **Leisure World Board of Directors and Advisory Committee Reports**
11. **Building Representatives-**
12. **Monthly Meeting Date – Wednesday, November 29, 2023 – 1:00 P.M.**
13. **Meeting Adjournment -**





Res. #57-62

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 27, 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 (via zoom) and Arsenetta Hawthorne, Director.

**Director's Absent:** Clayton Lewis, Director.

**Management:** Bob Brunelle, Senior Property Manager, Danesca Pineda, Mutual Assistant.

**Visitors: In Sullivan room:** Virginia Austin, Charlie Middleton,  
**Via Zoom:** Dennis Hawkins and Laurie Farnsworth

1. Call to Order – Mr. Benefiel called the meeting to order at 1:03pm
2. Approval of the Agenda – The agenda was approved, as presented.
3. Approval of August 30, 2023, Regular Board Meeting Minutes – August 30, 2023, regular Board meeting minutes not approved; it will be approved via Action Without Meeting.
4. Unit Owner's and Resident's Open Forum –  
-Time was provided for residents/unit owners to discuss items not included on the agenda.
5. 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
\$2,275.00	<u>Dormakaba Invoice #710499</u> - Annual maintenance billing per contract #170F207R00. Dated: 8/29/2023.
\$3,999.50	<u>McFall and Berry Invoice #223231</u> - B.91 remove 1Dawn Redwood with stump. Dated: 9/15/2023.
\$2,700.00	<u>McFall and Berry Invoice # 223237</u> - B.90 remove 1 declining Ash tree with stump. B.92 remove deadwood and suckers from pin Oak tree. Dated: 9/18/2023.
\$7,426.00	<u>LWMC Invoice # 235921</u> - Replaced hard wire smoke detectors- Please see attached list for unit completed and unit missed. Dated: 9/22/2023.

**Resolution #57 9/27/2023**

B. CD Resolution-

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note or CD with the entire proceeds of the Capital Bank 0.34% CD that matures on October 5, 2023, plus any interest earned at the best available rate for 36 months.

**Resolution #58 9/27/2023**

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note or CD with the entire proceeds of the Capital Bank 1.00% CD that matures on October 15, 2023, plus any interest earned at the best available rate for 36 months.

**Resolution #59 9/27/2023**

6. Management Report- Mr. Brunelle shared the Community Report for September 26, 2023, with updates on items assigned to management at the last board meeting, it was included in the board packets for review.

A. Community Report- The community report was included in the board packets for review. Mr. Brunelle addressed all questions.

B. Proposals:

1. Busy Ditch- Previously approved the unsigned contract proposal.

- Upon motion duly made, the majority of the Board agreed,

To affirm the signed contract with Busy Ditch for repairs/replacement of up to 160 feet of storm drainpipe located adjacent and under 15210 Elkridge Way for the amount of \$50, 000- (Ms. Hawthorn abstained).

**Resolution #60 9/27/2023**

4. ESSI-Video Surveillance System- Postponed: Mr. Jack Dunn will conduct some investigations in turns of procedures and payments with the IT and Security departments in LWMC.

7. Old Business –

A. Handicap parking spaces: Elkridge Way parking lot-

- Upon motion duly made, the majority of the Board agreed:

To approve using the three-vendor's proposals (My Parking Sign \$1,011, A.B. Veirs \$1,311.00, and PPD \$3.500) and attachments (attached) provided by Mr. Don Bonn for this project and to authorize Mr. Don Bonn to manage the coordination of this project and approval of payment upon receiving the invoices. (Ms. Mastrorocco -Austain).

**Resolution #61 9/27/2023**

B. Sub-metering Committee- Mr. Jack Dunn shared handouts and important Information with the Board and residents attending the meeting. Mr. Don Bonn added his report and concurrence.

8. New Business –

A. Draft Asbestos Resale Disclosure-

- Upon motion duly made, the Board agreed:

To approve the Asbestos Resale Disclosure-The original construction of the units of the Council of Unit Owners 19B-Condominium of Rossmoor, may have included asbestos flooring as part of their original construction.

**Resolution #62 9/27/2023**

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports-Mr. Dunn Shared important information with the board of directors and residents attending the meeting.

11. Building Representatives-

12. Monthly Meeting Date: Wednesday October 25, 2023, at 1:00 pm

13. Meeting adjourned at: 4:25PM

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Rita M. Mastrorocco, Secretary





10/12/2023  
10:20 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

**MT19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
09/30/2023

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
151,323	151,323	1,361,907	1,361,907	0	1,361,907	0
4,055	1,250	33,396	11,250	2,805	11,250	22,146
60	0	345	0	60	0	345
0	0	5,624	0	0	0	5,624
26,897	0	78,304	0	26,897	0	78,304
(21,554)	(18,750)	(190,899)	(168,750)	(2,804)	(168,750)	(22,149)
160,781	133,823	1,288,677	1,204,407	26,958	1,204,407	84,270
114	101	866	905	(13)	905	39
0	0	2,550	5,100	0	5,100	2,550
7,553	15,081	117,598	132,654	7,528	132,654	15,056
280	286	2,520	2,574	6	2,574	54
(1,363)	0	0	0	1,363	0	0
4,680	0	6,226	0	(4,680)	0	(6,226)
1,515	58	1,515	526	(1,457)	526	(989)
12,779	15,526	131,275	141,759	2,747	141,759	10,484
(4,278)	2,931	19,600	26,379	7,209	26,379	6,779
(1,333)	1,912	16,709	17,211	3,245	17,211	502
697	167	3,025	1,499	(530)	1,499	(1,526)
1,495	176	3,705	1,587	(1,319)	1,587	(2,118)
1,561	333	3,980	3,001	(1,228)	3,001	(979)
0	393	446	3,537	393	3,537	3,091
3,630	250	3,971	2,250	(3,380)	2,250	(1,721)
(3,390)	0	0	0	3,390	0	0
5,748	833	8,548	7,501	(4,915)	7,501	(1,047)
(2,358)	0	0	0	2,358	0	0
8,276	2,000	14,232	18,000	(6,276)	18,000	3,768
187	313	2,506	2,811	126	2,811	305
10,235	9,308	76,723	83,776	(927)	83,776	7,053
1,588	3,640	29,781	39,000	2,052	39,000	9,219
0	(613)	0	(5,521)	(613)	(5,521)	(5,521)
11,197	18,679	160,632	200,137	7,482	200,137	39,505
0	(903)	0	(8,129)	(903)	(8,129)	(8,129)
7,955	18,600	82,637	114,700	10,645	114,700	32,063



10/12/2023  
10:20 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
09/30/2023

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
20,740	39,403	18,663	TOTAL UTILITY EXPENSES	273,050	340,187	67,137
0	167	167	OTHER EXPENSES	(904)	1,499	2,403
667	667	0	01 Activities	667	5,999	5,332
271	0	(271)	Bad Debt	271	0	(271)
938	834	(104)	Internet	34	7,498	7,464
44,692	65,071	20,379	TOTAL OTHER EXPENSES	481,082	573,220	92,138
0	0	0	TOTAL OPERATING EXPENSES	25,200	0	(25,200)
13,025	0	(13,025)	RESERVE EXPENSES	13,025	0	(13,025)
7,426	0	(7,426)	01 RR Concrete	7,426	0	(7,426)
0	0	0	25 RR Corridor HVAC	4,850	0	(4,850)
469	0	(469)	32 RR Smoke Detector	6,728	0	(6,728)
0	0	0	01 MR Roofs	908	0	(908)
0	0	0	03 MR Electrical	2,955	0	(2,955)
0	0	0	04 MR Drainage	4,784	0	(4,784)
0	0	0	05 MR Plumbing	311	0	(311)
0	0	0	07 MR Pest Control	700	0	(700)
0	0	0	08 MR HVAC	1,701	0	(1,701)
0	0	0	09 MR Gutters	3,776	0	(3,776)
163	0	(163)	10 MR Other	3,904	0	(3,904)
548	0	(548)	12 MR Building Maint	673	0	(673)
3,904	0	(3,904)	21 MR Elevators	1,363	0	(1,363)
0	0	0	24 MR Doors & Windows	78,304	0	(78,304)
1,363	0	(1,363)	01 IR Insurance Exp	81,170	81,535	365
26,897	0	(26,897)	TOTAL RESERVE EXPENSES	25,897	31,525	5,628
10,487	9,059	(1,428)	COMMUNITY FACILITIES	19,139	21,639	2,501
2,577	3,503	926	10 Administration	3,653	3,591	(62)
2,455	2,405	(50)	20 Lifestyle	391	1,265	874
820	399	(421)	21 Club House II	(9,773)	(9,508)	265
21	141	120	22 LW News	10,108	11,151	1,043
(1,223)	(1,056)	167	25 Food Service	19,772	10,661	(9,111)
1,325	1,239	(86)	30 Medical Center	11,907	11,907	0
2,543	1,184	(1,359)	35 Social Work	15,108	19,618	4,510
1,323	1,323	0	40 PPD Management	118,047	117,161	(886)
1,369	2,180	811	41 Grounds			
12,944	13,018	74	43 Trash			
			58 TV			





MUTUAL 19B  
CASH INVESTMENTS  
September 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							227,009.83	227,009.83
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	JOHN MARSHALL BANK	1.65%			102,060.31	41,449.32	845.76		144,355.39
	PACIFIC NATIONAL BANK	4.00%			32,373.47	190,548.86	13,949.40		236,871.73
<b>CERTIFICATES OF DEPOSIT</b>									
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	58,444.90				58,444.90
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
100052	3 Year T-Note	4.125%	127,000	6/15/2026	126,727.05				126,727.05
	DUE TO FROM:				120,259.48	(3,581.85)	(1,362.50)	(115,315.13)	
<b>TOTAL</b>					<b>1,788,080.04</b>	<b>228,416.33</b>	<b>13,432.66</b>	<b>111,694.70</b>	<b>2,141,623.73</b>

## **Current Staff Priorities**

- Phone system upgrade
- CINC Conversion
- Working on potential grants
- State grant funding Culvert on Gleneagles

## **Project Status Updates**

### **Administration Building**

- WSSC water services is being installed across Leisure World Boulevard and through the parking lot to connect into the new building.
- Sanitary sewer and stormwater connections across the lower golf parking lot to occur after Thanksgiving into early December.
- Lower-level floor perimeter walls are weather-tight awaiting window installations. The roof membranes are in place. Standing seam metal on the sloped roofs are to follow with installation completed by the end of October.
- Upper-level perimeter wall and interior partition walls are in progress, to be completed by Nov. 1. Roof metal deck is occurring later in October with roofing completed by November.
- Interior electrical, plumbing and sprinkler system rough-ins are in progress on both levels.
- Project construction is currently on schedule with building close-on by December.
- Management and RLPS Architects are proceeding with interior design services and furniture selection.

### **Gleneagles Drive Culvert Replacement**

- Delays due to conflict with adjacent Pepco high-voltage service lines have been resolved by proceeding with replacement using similar sized steel lined culverts. The project will proceed after LWCC Board approval later in October with a budget increase recommended by the PPD Committee.
- Approvals, permits and fee payments with the Dept. of the Environment and Montgomery County are in place to proceed under emergency repair guidelines supported by our civil engineer.

### **South Leisure World Boulevard Culvert Repair**

- PPD contracted with H&H Concrete to line the dual 72-inch steel culvert with reinforced concrete to extend the useful life another 15-20 years. Work to begin later in October, weather permitting.

## **Security**

- Residents continue to be added, one mutual at a time, to the DwellingLIVE guest management system
- Norbeck Gate Ad Hoc Committee is forming
- Waiting for a price quote on a solution allowing resident ID-controlled access to certain locations



- Working with Montgomery County Fire Marshalls Office to get Leisure World fire lanes approved
- After fire lane designation, will be able to issue County parking citations; will communicate to the Leisure World community before enforcement begins

## Transportation

- Red and Green shuttle buses are in service
- A third bus is out of service for master cylinder repair; the fourth bus remains out of service because of electrical issues, with no estimated time for repair completion.
- The mobility van is disabled after a collision. Riders are encouraged to use alternative transportation options.

## Physical Properties

In September 2023:

• Number of calls	3,003	(Aug 2023: 3,532)
• Labor and material revenue	\$407,015	(Sept 2022: \$313,556)
• Labor and material revenue YTD	\$3,127, 047	(YTD 2022: \$3,009,430)
• Service contracts YTD	1,469 / \$801,000	(YTD 2022: 1,456)
• Work orders	1,513	(Sept 2022: 1,085)
• Work orders YTD	12,129	(YTD 2022: 11,326)
• New contracts for Willson LLC	\$335,172	
• Open positions	1 CSR, 1 Sanitation Helper, 1 Maintenance	

## Upcoming Events

• Sunday, Oct. 29, at 2 p.m., CH2	Four Seasons Dancers
• Wednesday, Nov. 8, at 8 a.m., CHI	Coffee with GM
• Wednesday, Nov. 15, at 7 p.m., CH2	Eric Byrd Trio
• Saturday, Nov. 18, from 9:30 a.m.-2 p.m., CHI	Arts & Crafts Fair

## HR Corner

New Hires in September 2023:

• Adams, Frank	Property Accountant	Accounting
• Por, Ingrid	Property Accountant	Accounting
• Bullock, Matthew	Golf Course Technician I	Golf
• Springirth Jr., William	Golf Course Technician I	Golf
• Christian, Germain	Gate Guard	Security
• Domond, Alain	Gate Guard	Security
• Oriji, Guyton	Gate Guard	Security
• Mora, Christopher	Gate Guard	Security

Terminations in September 2023:

• Snider, Claudia	Administrative Assistant	Insurance
• Schultz, Elizabeth	Accounting Mgr-M O	Accounting