



AGENDA

Unit Owners and Residents will have an opportunity to comment on any subject that is relevant to Mutual 19B during the Owners and Residents Open Forum

Page No.

1. Approval of the Agenda
2. Approval of Minutes – Oct 21, 2024, Board Meeting Minutes (**Attached**)-1-4
3. Chair's Remarks-
4. Treasurer's Report-
Invoice Approval – (**Attached**)-5-7
5. Management Report
 - a. Community Report-(**Attached**) -----8-9
 - b. Work Chart Report –(**Attached**)----10-12
6. Action Item
 - a. Motion to Rescind Resolution #74- Dynalectric
 - b. Motion to Rescind Resolution #75- TNE
 - c. Proposals:
 1. Manders/H&H/ Classic Concrete- concrete repairs-(**Attached**)-13-19
 2. Jack and Piston replacement –(**Attached**)-20-45
 3. Proposal from ABI Advantage; re: Submeters in Bldg. 88,89,90-(**Attached**)-46-58
 - d. Insurance Claim Closeout-88-1H, 88-1F, 90-2D(**Attached**)- 59-96
 - e. ABM- 15300 Beaverbrook Ct. unit 88-1J-(**Attached**)-97-103
 - f. Ratify AWM Res #86 10/25/2024-(**Attached**)-104
 - g. Parking space assignment- (**Attached**)-105
 - h. Bldg. 90 Bench
7. Correspondence
8. Leisure World Board of Directors and Advisory Committee Reports
9. Building Representatives
10. Old Business-
11. New Business-
 - a) Naming the Mutual
 - b) Updating Both Websites
 - c) Rules and Regulations
 - 1) Re-writing Current Rules
 - 2) Need to Add / Remove Rules
12. Unit Owners and Residents Open Forum-
13. Monthly Meeting Date – **Monday, Dec 16, 2024 – 2:00 P.M.**
14. Meeting Adjournment:



**LEISURE
WORLD
OF MARYLAND**

**REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B
CONDOMINIUM OF ROSSMOOR, INC.
HYBRID/MEETING ROOM A– 2:00 P.M.
MONDAY OCTOBER 21, 2024**

Res.#70-85

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 Monday October 21, 2024, at 2:00 p.m. in meeting Room A.

Directors Present: Don Bonn, President; Laurie Farnsworth, Vice President (via zoom); Rita Mastrorocco, Secretary (via zoom); John Gervais, Treasurer; Jack Dunn, Director, Arsenetta Hawthorne, Director, Virginia Austin, Director.

Director’s Absent: None

Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors in Room A: Charlie Middleton, Maureen McLeary, Ivonne Smile, Jane Gervais, George Samara, Jean Katy and Mellinda Kelly.

Visitors via zoom: Dennis, Ken Sorkin, Beverly Wright, Laura Hamby, Kaleigh, and JoAnn

1. Call to Order – Mr. Bonn called the meeting to order at 2:07.
2. Approval of the Agenda – The agenda was approved, as presented.
3. Approval of Minutes – The September 16, 2024, minutes were approved as presented.
4. Treasurer’s Report – The treasurer report was included in the agenda packet for the Board members to review. The Board approved the treasurer's report as presented.

A. Invoices approval: Mr. Gervais presented the list of invoices for approval.
- Upon motion duly made, the Board agreed,
To approve payment of the following invoices:

INVOICE \$	GL Code #	VENDOR INVOICE # DESCRIPTION
\$6,367.00	GL Code #621100-100010	<u>Dynalectric Invoice #55670</u> - Annual fire alarm test including sprinkler tempers and switch test. Dated: 9/26/2024

Resolution #70 10/21/2024

B. CD Resolutions:

- Upon motion duly made, the Board agreed,
To authorize the Leisure World Accounting Staff to transfer \$30,000 from the operating account to the Legal/Insurance reserve.

Resolution #71 10/21/2024

- 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 \$154,728.44 First Internet Bank .80% CD that matures on November 14, 2024, plus any interest earned at the best available rate for up to one year.

Resolution #72 10/21/2024

5. Management Report-

- A. Community Report- The community report was included in the board packets for review. Ms. Nancy Sprinkle addressed all questions.
- B. Work requested- A spreadsheet was included in the agenda packet for the board, listing work required by M19B so far 2024.

6. Action Items:

a. Proposals

1. PPD- Maintenance agreement 2025-

- Upon motion duly made, the Board agreed,
To NOT renew the PPD maintenance agreement for 2025.

Resolution #73 10/21/2024

2. Dynalectric/TNE:

- Upon motion duly made these board members agreed, Laurie Farnsworth, Jack Dunn, John Gervais, Arsenetta, Hawthorne, Rita Mastrorocco;
Virginia Austin; abstained and Don Bonn voted No.

To approve the Dynalectric sub-Metering installation in the amount of \$14,900.00 for installation of equipment provided by others for sub-metering of LW Mutual 19B. in buildings 88, 89, and 90.

Resolution #74 10/21/2024

- Upon motion duly made these board members agreed, Laurie Farnsworth, Jack Dunn, John Gervais, Arsenetta, Hawthorne, Rita Mastrorocco;
Virginia Austin; abstained and Don Bonn voted No.

To approve the TNE proposal for buildings 88, 89, and 90 electrical usage monitoring in the amount of \$4,350.00.

Resolution #75 10/21/2024

3. McFall and Berry –

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #L24020-AA for 2025 recommendations (Spring and Summer) in the amount of \$2,920.00 and to be paid on completion and presentation of an invoice.

Resolution #76 10/21/2024

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #14681 for b.88 shrub replacement in the amount of \$1,184.65 and to be paid on completion and presentation of an invoice.

Resolution #77 10/21/2024

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #15020 for fallen branches removal in building 90 in the amount of \$225.00 and to be paid on completion and presentation of an invoice.

Resolution #78 10/21/2024

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #15304 to create annual beds in building 88 in the amount of \$228.85 and to be paid on completion and presentation of an invoice.

Resolution #79 10/21/2024

- Upon motion duly made the Board agreed,
To approve the McFall and Berry proposal #15142 for 2025 summer annual flowers installation in buildings: 93, 91,92, 88, 89, 90 & 94 middle circle bed between buildings 93 &94, main entrance in b.94, left entrance b.94, in the amount of \$4,854.00 and to be paid on completion and presentation of an invoice.

Resolution #80 10/21/2024

4. 2025 Proposed Budget-

- Upon motion duly made, the Board agreed,
To approve the mailing of the budget to all unit owners for the 30 days comments.

Resolution #81 10/21/2024

- b. Insurance Claim: Closed out-89-1K.

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC for insurance claim dated 9/6/2024 for condensation leak in 15300 Beaverbrook Ct. Unit 89-1K in the amount of \$7,637.19.

Resolution #82 10/21/2024

- c. ABM- 15211 Elkridge Way 3K-

- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 15211 Elkridge Way 3K for flooring renovations.

Resolution #83 10/21/2024

- d. Management and Operation Agreement draft 2025.

- Upon motion duly made, the Board agreed,
To accept the Management and Operation Agreement 2025, Mutual 19B president will sign it once the few changes requested are made by Management.

Resolution #84 10/21/2024

- e. Corporate Transparency Act-

- Upon motion duly made, the Board agreed,

To authorize Senior Property Manager Nancy Sprinkle to contact attorney ^{CORINNE} Coren Rosen or other attorney if needed on behalf of the Mutual 19B Board of Directors to find out if you have the computer software to assist with the compliance obligations under the federal Corporate Transparency Act. This includes filing the identifying information of the “Beneficial Owners not to exceed \$375.00 for first time filing and \$150 to replace/add a new board member”

Resolution #85 10/21/2024

- Upon motion duly made, the Board agreed,
To approve the purchase of 7 poinsettia for the 7 buildings from Meadows Farms in the amount of \$103.88.

Resolution #86 10/21/2024

- Upon motion duly made, the Board agreed,
To approve the request for a bench for building 90, to get proposals from PPD or other company to present to the mutual board for approval.

Resolution #87 10/21/2024

7. Correspondence. - None
8. Leisure World Board of Directors and Advisory Committee Reports. – Mr. Dunn shared some information from the planning session and the changes that may take place in the future.
9. Building Representatives: A landscape report was included in the agenda packet.
10. Old Business- none currently.
11. New Business- None currently.
12. Unit Owners and residents open forum. – Time was provided for residents/unit owners to discuss items included and not included on the agenda.
13. Monthly Meeting date: **November 22 or 25, 2024, at 2:00PM.?**
14. Meeting adjourned at: 4:27pm

Rita M. Mastrococco, Secretary

Treasurer Report November 18, 2024 - Statements Received From LWMC on 11/15/24

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Oct. 31, 2024				October 2024	
Balance Forward	\$340,680.51			\$2,290	Favorable To Budget
Receipts	\$207,373.83			Year To Date	
Disbursements	<u>-\$343,891.55</u>			\$75,991	Favorable To Budget
Cash Balance	\$204,162.79				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 10/31/24	As of 1/1/24		Year To Date	Year To Date
Replacement Reserve	\$1,736,137.24	\$1,786,741.13		\$243,648	
Maintenance Reserve	\$208,992.96	\$227,380.49		\$66,638	
Insurance Reserve	-\$4,351.93	\$891.67		\$70,965	
Checking/ Money Market	<u>\$203,646.60</u>	<u>\$209,248.50</u>			
Totals	\$2,144,424.87	\$2,224,261.79		\$381,251	\$283,407

11/15/2024
2:55 PM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
24,487	31,564	7,077	291,769	365,838	74,069
0	167	167	0	1,670	1,670
679	667	(12)	5,042	6,670	1,628
0	0	0	34	0	(34)
679	834	155	5,076	8,340	3,264
48,752	50,711	1,959	485,264	558,353	73,089
623	0	(623)	22,294	0	(22,294)
0	0	0	12,150	0	(12,150)
0	0	0	209,204	0	(209,204)
0	0	0	831	0	(831)
660	0	(660)	6,983	0	(6,983)
142	0	(142)	1,763	0	(1,763)
198	0	(198)	8,060	0	(8,060)
0	0	0	5,019	0	(5,019)
0	0	0	7,214	0	(7,214)
0	0	0	1,002	0	(1,002)
703	0	(703)	10,546	0	(10,546)
0	0	0	1,274	0	(1,274)
0	0	0	16,830	0	(16,830)
533	0	(533)	533	0	(533)
0	0	0	320	0	(320)
358	0	(358)	2,737	0	(2,737)
0	0	0	84	0	(84)
0	0	0	1,098	0	(1,098)
0	0	0	2,345	0	(2,345)
7,637	0	(7,637)	70,965	0	(70,965)
10,853	0	(10,853)	381,251	0	(381,251)
51,431	51,431	0	514,311	514,310	(1)
51,431	51,431	0	514,311	514,310	(1)
14,680	14,833	153	146,805	148,330	1,525
4,963	4,963	0	49,634	49,630	(4)

11/15/2024
2:55 PM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2024

3701 Rossmore Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	50 Janitorial	YTD ACTUAL	YTD BUDGET	VARIANCE
5,527	5,527	0		55,265	55,270	5
25,170	25,323	153		251,704	253,230	1,526
136,207	127,465	(8,742)	TOTAL MUTUAL OPERATING	1,632,529	1,325,893	(306,636)
8,120	5,830	2,290	TOTAL EXPENSES	83,048	7,057	75,991
			INCOME/DEFICIT			

**MUTUAL 19B
CASH INVESTMENTS
October 31, 2024**

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							204,162.79	204,162.79
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	0.71%			211,170.68	13,427.51	9,620.69		234,218.88
PACIFIC NATIONAL BANK	3.75%			6,712.15	195,755.03	56.00		202,523.18
CERTIFICATES OF DEPOSIT								
100014 FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024	154,728.44				154,728.44
100051 FORBRIGHT BANK	4.97%	56,716.65	03/01/2025	81,610.89				81,610.89
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
100058 1 Year T-Bill	3.946%	150,000	10/2/2025	144,267.00				144,267.00
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
100053 3 Year T-Note	4.625%	114,400	6/15/2026	114,050.53				114,050.53
100054 3 Year T-Note	4.625%	103,000	11/15/2026	102,783.33				102,783.33
100055 3 Year T-Note	4.625%	152,000	11/15/2026	151,680.25				151,680.25
100056 3 Year T-Note	4.250%	78,900	3/15/2027	78,886.80				78,886.80
100057 2 Year T-Note	4.590%	78,900	3/15/2027	78,767.99				78,767.99
DUE TO FROM:							(516.19)	
							(189.58)	(14,028.62)
							14,734.39	
TOTAL							203,646.60	2,144,424.87
							(4,351.93)	208,992.96
							1,736,137.24	2,144,424.87

Current Staff Priorities

- Golf course renovations are now fully completed.
- Capital Budget has been completed and will be reviewed on October 22nd and 23rd by PPC and BFC and they will be sent to the board of directors.
- Phone System – POTS lines are about 90% completed.
- Grants:
 - State of Maryland – The application is in legal review by the Board of Public Works Assistant Attorney General. Once it passes review It will be submitted at the next available BPW meeting for final approval. Once approved, we expect to receive the funding of the \$800,000 grant for the Gleneagle’s culvert project before the end of the second quarter of 2025.
 - Metropolitan Washington Council of Governments – Waiting the funding of \$418,171 for the purchase of 3 buses to replace our current fleet. Buses will probably be ready in the fall of 2025.
 - State of Maryland – This \$250,000 grant was awarded for the purchase of an electric, 14 passenger bus. We are waiting for information from the state to begin grant application process.

Project Status Updates

Administration Building

- Demolition and removal of the old Admin. Building is now complete
- Unsuitable soil removal is in progress and excavation for a sizeable bioretention dry pond is underway at the corner of the site closest to the clubhouse front entrance.
- Connection into the existing underground storm drain system necessitated closure of Veterans Drive to vehicular traffic 10/21-27
- Site utility installations including electrical for EV charging and LED lighting poles will occur before the curbs, sidewalks, lighting, and parking area pavement are constructed.
- Because of recent rain and wet weather, the upper parking lot completion is now expected to be mid-November, after which, the remaining pavement in the lower parking lot will be milled and overlaid with new asphalt.

Security

- Two SPO openings due to resignations
- Administrative Coordinators completed SOPs and are working on General Orders
- Resident ID cards are being issued; process has been smooth and successful

Transportation

- Transportation is at full staffing level
- All buses are currently in service
- The new Transit Analyst, Julio Claros, has started work

Physical Properties

In September 2024:

• Number of calls	2,513	(Aug. 2024 – 2,941)
• Labor and material revenue	\$354,197	(Aug. 2024 – \$406,557)
• Labor and material revenue YTD	\$3,670,873	(Aug. 2024 YTD - \$3,330,378)
• Service contracts YTD	1,416	(2023 total – 1,470)
• Work orders	950	(Sept. 2023 – 1,175)
• Work orders YTD	10,228	(Sept. 2023 YTD – 10,827)
• New contracts for Willson LLC	\$215,341, with 35 appointments	
• Open positions	0	

Upcoming Events

• Saturday, Nov. 2, at 5pm, Clubhouse I ballroom	Western Night
• Sunday, Nov. 10, at 2:30pm, Clubhouse II auditorium	Comedian Randy Riggle
• Friday, Nov. 15, at 5pm, Clubhouse I ballroom	Happy Hour with DJ Bob
• Wednesday, Nov. 20, at 4pm, Clubhouse II auditorium	Doris Day Tribute
• Saturday, Nov. 23, at 9:30am, Clubhouse I ballroom	Craft Fair

HR Corner

New Hires in September 2024:

• Deborah White	Director, Human Resources	Human Resources
• Garrett McBride	Special Police Officer	Security
• Ron McClam	Evening Maintenance	Physical Properties
• Dylan McDermitt	Gate Guard	Security
• Brad Lugo	IT Manager	Information Technology
• Henry Rodriguez	Electrical Apprentice	Physical Properties
• Alexa Orosco	Asst. Resales Administrator	Resales
• Christian Hall	Mutual Assistant	Mutual Services
• Marita Eddy	Administrative Assistant	Fairways South
• Michael Allen Jordan	Customer Service Representative	Physical Properties
• Sanjay Mathur	Customer Service Representative	Physical Properties
• Melida Greer	Junior Property Accountant	Accounting

Departures in September 2024:

• Laurie Dawson	Director, Human Resources	Human Resources
• Lee Shields	Property Manager	Mutual Services