



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, Hawthorn, Bonn)-
2. **Approval of the Agenda-**
3. **Approval of Minutes – Oct 25, 2023, Board Meeting Minutes (Attached)----- 1-5**
4. **Unit Owners and Residents Open Forum-**
5. **Treasurer’s Report**
 - a. **Invoice Approval – (Attached)-----6-10**
6. **Management Report- (Mr. Brunelle)**
 - a. **Community Report-(Attached)-----11-12**
 - b. **Proposals: -PPD: dryer duct cleaning-(Attached)—13**
-Welsh Roofing Company- Clogged Gutters/Downspouts (Attached)--14
 - c. **Ratify AWM Res #78 and 79- (Attached)—15-16**
 - d. **Insurance Claim: Revised: 89-3 J and 88-1J-(Attached)—17-19**
 - e. **ABM-(90-3F McCleary) and (93-1E Mayer)-(Attached)—20-31**
7. **Old Business –**
 - a. **Submeter project - updates and reports from the committee**
 - b. **Storm drain repair project - updates from Busy Ditch and McFall & Berry**
 - c. **Amicus Elevator reinspection and new inspections**
8. **New Business –**
 - a. **Chemicals being applied to grass areas**
 - b. **Roof Replacement- recommended by Bob Brunelle - Bldg 89 + 88 (Don Bonn)**
 - c. **M19B Response to Letter from LWCC (Don Bonn)**
 - d. **Vacancy on Board (Don Bonn)**
9. **Correspondence-91-2A, 93-2B, 88-2B- (Attached)—32-37**
10. **Leisure World Board of Directors and Advisory Committee Reports**
11. **Building Representatives-**
12. **Monthly Meeting Date – Wednesday, Dec 27, 2023 – 1:00 P.M.**
13. **Meeting Adjournment -**



Res. #65-77

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, October 25, 2023, at 1:00 p.m. in the Sullivan room.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Clayton Lewis, Director Don Bonn, Director and Arsenetta Hawthorne, Director.

Director's Absent: Rita Mastrorocco, Secretary

Management: Bob Brunelle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors: In Sullivan room: Charlie Middleton, Janes Gervais, Connie Costa, Linda Baker, Judith Agiesta, Mary Cawley, Ellen Lederman +

Via Zoom: Dennis Hawkins, Ken Sorkin, and Laurie Farnsworth, ALS Interpreters: Karen and Steve.

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00pm
 - A. Simon Suran, CFO of LWMC and Francisca Ortiz M19B accountant attended our meeting and addressed and/or answered all questions asked about the budget and finance in general.
2. Approval of the Agenda – The agenda was approved, as presented.
3. Approval of September 27, 2023, Regular Board Meeting Minutes – September 27, 2023, Regular Board meeting minutes was approved as presented.
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 to review. The Board approved the treasurer's report as presented.
(Mr. Lewis did not approve).

A. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$3,500.04	<u>McFall and Berry Invoice #223660</u> - August 2023 tree removals: b.90 rear of b. in natural area: remove dead buckeye tree, remove smaller dead Oak tree, B.94 rear of b. in natural area: remove all deadwood and interior growth on large Oak tree, remove small white pine tree, B.92 front of b. near parking lot: remove large dead Ash, remove small dead pine adjacent to Oak. Tree removal 9/17/2023, Tree pruning 9/27/2023. Dated: 10/6/2023.
\$15,138.55	<u>Minkoff Invoice #19081</u> - Repairs due to water damage 15210 ElkrIDGE Way 1F, 2F, 3F. Dated: 10/16/2023.

Resolution #65 10/25/2023

6. Management Report- Mr. Brunelle-

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

B. Proposals:

1. PPD Maintenance 2024-Dated September 28, 2023.

- Upon motion duly made the Board agreed,

To approve the PPD Maintenance 2024 proposal dated September 28, 2023, in the amount of \$27,690.00, with modification: PPD will document every visit with a report to the mutual 19B Property Manager.

Resolution #66 10/25/2023

2. Dynalectric-Quote #0523-1377 dated Oct 12, 2023-

- Upon motion duly made the Board agreed,

To approve the Dynalectric proposal dated October 12, 2023, in the amount of \$1,975.00 for labor and material to replace (1) ½ OSNY valve and associated fitting in building 92 (15301 Beaverbrook Ct.).

Resolution #67 10/25/2023

C. Ratify AWM Res #63 and #64-

- Upon motion duly made the Board agreed,

To ratify Action Without Meeting Resolutions #63 and 64. Documents attached for board members to review again if needed.

Resolution #63 9/28/2023 and Res #64 10/19/2023

7. Old Business –

A. Submitter project- updates and report from the committee

B. Security Camera project- update on costs for providing internet access to

surveillance camera through Comcast account.

-Upon motion duly made, the Board agreed,
To cancel the internet service with Comcast for the surveillance camera located in 15201 Elkridge Way. (Mr. Gervais did not approve). And to remove item (12 Internet) from the preliminary Budget for the amount of \$16,800.

Resolution #68 10/25/2023

C. Storm drain repair project-updates from Busy Ditch and McFall and Berry-
Mr. Brunelle provided an update and pictures to the board of the project.

-Upon motion duly made, the Board agreed,
To ask Mr. Brunelle to request a proposal from McFall and Berry to remove any root that is on the way is preventing Busy Ditch company to complete the work.

Resolution #69 10/25/2023

-Upon motion duly made, the Board agreed,
To ask Mr. Brunelle to request a proposal from PPD for Dryer Vent cleaning in 2024.

Resolution #70 10/25/2023

8. New Business -

A. Preliminary Budge 2024 approval to mail out-

-Upon motion duly made, the Board agreed,
To approve the mailing of the preliminary 2024 budget to all unit owners for 30 days comments.

Resolution #71 10/25/2023

-Upon motion duly made, the Board agreed,
To add \$65,000 to the Reserves Section V. of the 10/5/23 budget resulting in the following:

Reserves Detail	<u>10/5/23 Budget</u>	<u>Adding \$65,000 Budget</u>
1) Replacement Reserve	\$150,000	\$175,000
2) Maintenance Reserve	50,000	50,000
3) Legal/Insurance Reserve	10,300	50,300
4) Reserve Interest	33,016	33,016
5) Other Reserve Interest	<u>5,459</u>	<u>5,459</u>
Total	\$248,775	\$313,775

The result will be a 4.19% increase, an average increase per unit of \$30.17 per month and a \$76,040.00 increase to the 2023 budget for assessment income.

Budget Increase Detail	<u>10/5/23 Budget</u>	<u>Adding \$65,000 Budget</u>
Percent Increase	0.61%	4.19%
Average Increase Per Unit	\$4.38	\$30.17
Increase in Assessment Income	\$11,040	\$76,040.

Resolution #72 10/25/2023

-Upon motion duly made, the Board agreed,
To move the Planned Capital Expenditures from Replacement Reserve in 2024 budget change to submeters, video cameras, roof replacement and elevator modernization.

Resolution #73 10/25/2023

B. M&O Agreement approval –

-Upon motion duly made, the Board agreed,
To approve The Management and Operational Agreement 2024 as presented.

Resolution #74 10/25/2023

C. 15300 and 15301 Beaverbrook Ct-

-Upon motion duly made, the Board agreed,
To approve PPD proposals for **15300 Beaverbrook Ct. Unit 1C-**

for 1.5-inch water main runs across the bulkhead in the kitchen, across the hallway and goes toward the laundry room. It is my opinion that this pipe serves multiple units, and this would be a mutual charge. There is a pin hole leak in the pipe in the hallway of unit 1C. The pipe is very green and corroded in both directions from the leak. I estimate that we will have to replace a verry large length of this pipe just to be able to get to good clean pipe to make the repair. Due to the way the bulkhead in the kitchen is constructed we will have to replace the entire length of pipe that passes through the bulkhead, by cutting it on each end of the bulkhead and pulling out the entire length of pipe. We will be able to determine more when we enlarge the hole in the ceiling to do the repair. the estimate for this job is. **\$2,429.75**

And **15301 Beaverbrook Ct.**

A section of 2-inch copper pipe serving multiple units is leaking in a common area hallway. This pipe contains two tee fittings that connect to two separate 1.5-inch pipes. The trees will also need to be replaced and reconnected to the 1.5-inch pipes. The estimate for this job would be in the neighborhood **of \$1,800.00**

Resolution #75 10/25/2023

D. ABM- Ruano-88-1G-

-Upon motion duly made, the Board agreed,
To approve the ABM submitted by Ruano 88-1G 15300 Beaverbrook Ct. Unit 1G for new windows.

Resolution #76 10/25/2023

- E. Repair of unlocked mailbox in building 89- The problem is fixed.
- F. Purchase of Poinsettia for all seven buildings-

-Upon motion duly made, the Board agreed,

To approve Ms. Gervais to order/purchase Poinsettias at Meadows Farms for each of the seven buildings for a total of \$170. 66.

Resolution #77 10/25/2023

- 9. Correspondence- 90-1K-was included in the agenda packet for all board members to review the request. The resident request was not approved by the board, the Board's president will inform the unit owner of the board decision.
- 10. Leisure World Board of Directors and Advisory Committee Reports- None
- 11. Building Representatives- None
- 12. Monthly Meeting Date: Wednesday November 29, 2023, at 1:00 pm
- 13. Meeting adjourned at: 4:47PM

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 11/15/23 and 11/27/23

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Oct 31, 2023			October		
Balance Forward	\$227,009.83		\$897.00	Favorable To Budget	
Receipts	\$426,476.08		Year To Date		
Disbursements	<u>-\$264,506.33</u>		\$111,266.00	Favorable To Budget	
Cash Balance	\$388,979.58				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 10/31/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,804,018.25	\$1,691,442.05	\$45,651.00		
Maintenance Reserve	\$230,942.80	\$217,561.01	\$33,647.00		
Insurance Reserve	-\$823.51	\$7,041.23	\$16,501.00		
Checking/ Money Market	<u>\$141,336.89</u>	<u>\$37,356.59</u>			
Totals	\$2,175,474.43	\$1,953,400.88	\$95,799.00	\$212,602.00	
	<u>Delinquent Report As Of 11/16/23</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$12,160.65	\$2,146.00	\$3,422.00	\$64.00	\$6,528.65

11/14/2023
9:35 AM

3701 Rossmore Blvd.
Silver Spring MD 20906

MT19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2023

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
151,323	151,323	1,513,230	1,513,230	0	INCOME		
4,204	1,250	37,600	12,500	25,100	Assessments		
105	0	450	0	450	Interest Income		
0	0	5,624	0	5,624	Late Fees		
17,495	0	95,799	0	95,799	Bad Debt Recovery		
(21,703)	(18,750)	(212,602)	(187,500)	(25,102)	Transfers From Funded Reserve		
					Transfers To Funded Reserves		
151,424	133,823	1,440,101	1,338,230	101,871	TOTAL INCOME		
					ADMINISTRATIVE EXPENSES		
114	101	980	1,006	26	Common Ownership Fee		
0	0	2,550	5,100	2,550	Audit		
7,553	15,081	125,151	147,735	22,584	01 Insurance Property		
280	286	2,800	2,860	60	03 Insurance Fidelity		
0	0	6,226	0	(6,226)	Miscellaneous		
0	58	1,515	584	(931)	Interpreter		
7,947	15,526	139,221	157,285	18,064	TOTAL ADMINISTRATIVE EXPENSES		
					BUILDING EXPENSES		
2,450	2,931	22,050	29,310	7,260	06 General Maintenance		
1,857	1,912	18,566	19,123	557	01 Elevator Contract		
0	167	3,025	1,666	(1,359)	02 Elevator Overtime		
1,635	176	5,340	1,763	(3,577)	03 Elevator Inspections		
853	333	4,833	3,334	(1,499)	Pest Control		
0	393	446	3,930	3,484	05 Sprinkler Contract		
0	250	3,971	2,500	(1,471)	06 Repair Sprinkler, F/A		
0	833	8,548	8,334	(214)	10 F/A Inspections		
3,616	2,000	17,849	20,000	2,151	02 Grounds Landscaping		
304	313	2,810	3,124	314	Telephone		
10,714	9,308	87,437	93,084	5,647	TOTAL BUILDING EXPENSES		
					UTILITY EXPENSES		
1,603	2,600	31,384	41,600	10,216	98 Electric Com Area		
0	(613)	0	(6,134)	(6,134)	96 Electric Pr Yr CA		
12,603	13,342	173,235	213,479	40,244	99 Electric Master		
0	(903)	0	(9,032)	(9,032)	97 Electric Pr Yr MM		
13,029	13,950	95,666	128,650	32,984	99 Water		
27,235	28,376	300,286	368,563	68,277	TOTAL UTILITY EXPENSES		

11/14/2023
9:35 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2023

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	6401	(904)	1,666	2,570
667	667	0	6403	1,334	6,666	5,332
342	0	(342)	6414	613	0	(613)
1,009	834	(175)		1,043	8,332	7,289
46,906	54,044	7,138		527,987	627,264	99,277
0	0	0	6900	25,200	0	(25,200)
0	0	0	6900	13,025	0	(13,025)
0	0	0	6900	7,426	0	(7,426)
0	0	0	6900	4,850	0	(4,850)
393	0	(393)	6900	7,121	0	(7,121)
0	0	0	6900	908	0	(908)
717	0	(717)	6900	3,672	0	(3,672)
0	0	0	6900	4,784	0	(4,784)
0	0	0	6900	311	0	(311)
0	0	0	6900	700	0	(700)
1,058	0	(1,058)	6900	2,759	0	(2,759)
189	0	(189)	6900	3,965	0	(3,965)
0	0	0	6900	3,904	0	(3,904)
0	0	0	6900	673	0	(673)
15,139	0	(15,139)	6900	16,501	0	(16,501)
17,495	0	(17,495)		95,799	0	(95,799)
8,854	9,059	205	7100	90,024	90,594	570
3,333	3,503	170	7100	29,230	35,028	5,798
1,879	2,405	526	7100	21,018	24,044	3,026
1,483	399	(1,084)	7100	5,137	3,990	(1,147)
21	141	120	7100	413	1,406	993
(1,214)	(1,056)	158	7100	(10,987)	(10,564)	423
1,311	1,239	(72)	7100	11,420	12,390	970
2,595	1,184	(1,411)	7100	22,368	11,845	(10,523)
1,323	1,323	0	7100	13,230	13,230	0
2,700	2,180	(520)	7100	17,807	21,798	3,991
13,426	13,018	(408)	7100	131,473	130,179	(1,294)
618	1,193	575	7100	10,797	11,928	1,131
9,150	6,256	(2,894)	7100	62,787	62,559	(228)
381	687	306	7100	7,254	6,866	(388)

MUTUAL 19B
CASH INVESTMENTS
October 31, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							388,979.58	388,979.58
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%			97,427.42	35,968.26	-515.56		132,880.12
	PACIFIC NATIONAL BANK	4.00%			44,985.39	195,373.64	14,830.60		255,189.63
CERTIFICATES OF DEPOSIT									
100041	PARAMOUNT BANK	4.73%	168,280.93	02/21/2024	174,201.76				174,201.76
100051	FORBRIGHT BANK	5.15%	56,716.65	03/01/2024	58,699.58				58,699.58
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
100053	3 Year T-Note	4.625%	114,400	6/15/2026	114,050.53				114,050.53
	DUE TO FROM:				263,180.34	(399.10)	(15,138.55)	(247,642.69)	
TOTAL					1,804,018.25	230,942.80	(823.51)	141,336.89	2,175,474.43

Current Staff Priorities

- Phone System Upgrade
- Getting caught up with Jenark
- State Grant Funding (Gleneagles Culvert)
- Prioritizing Capital Budget
- Submission for grant potentials (Transportation & Social Workers)

Project Status Updates

Administration Building

- The structural frame of the entire building is complete. The roofs will be placed beginning the week of Nov. 20. Interior partition walls for office space definition are complete on the lower level and in progress on the upper level. Plumbing and electrical rough-ins are complete on the lower level and in progress on the upper level. Installation of storefronts and glass frame lobby enclosure walls at the entrances will begin the week of Nov. 20. That will allow for building enclosure and temporary heat inside the building, allowing for interior work through the winter.
- Installing a sanitary sewer connection is scheduled to begin the week of Dec. 4. It will temporarily impact access to the Pro Shop.
- In the parking lot, island curb work is complete. The islands will be filled with river rock the week of Nov. 20; afterward, pedestrians will be able to use the new walkway across the parking lot. Also, more parking spaces will be made available as construction fencing is reduced, allowing additional parking close to the restaurant and Clubhouse I.

Gleneagles Drive Culvert Replacement

- Contract with H&H Concrete is ready to proceed, with replacement work to begin the week of Nov, 27.
- Through access across Gleneagles Drive will be blocked [between Sherwood and Brookside] likely at least through December, weather permitting.
- Culvert repair on South Leisure World Boulevard will follow, weather permitting.

Security

- All residents now have access to DwellingLIVE to manage their guests
- Director Rudnick met with members of Mutuals 16 and 18 to present the traffic engineer's recommendations for improving entry at Norbeck Gate

Transportation

- The Red, Green and Blue shuttle bus lines are in service
- The Mobility Van is repaired and back in service
- A newly hired driver will work Wednesday through Sunday; duties to include Wednesday shuttle bus service to Aspen Hill and Olney and Saturday shuttle bus service.

Physical Properties

In October 2023:

- | | | |
|----------------------------------|---|-------------------------|
| • Number of Calls | 3,323 | (Oct. 2023: 3,003) |
| • Labor and material revenue | \$303,857 | (Oct. 2022: \$350,460) |
| • Labor and material revenue YTD | \$3,430,904 | (YTD 2022: \$3,359,890) |
| • Service contracts YTD | 1,469 / \$801,000 | (YTD 2022: 1,456) |
| • Work orders | 1,144 | (Oct. 2022: 1,252) |
| • Work orders YTD | 13,273 | (YTD 2022: 12,427) |
| • New contracts for Willson LLC | \$160,066 | |
| • Open positions | 1 Fleet Mechanic, 2 Plumbers | |
| • Other | PPD is currently selling 2024 service contracts | |

Upcoming Events

- | | |
|---|------------------------|
| • Tuesday, Nov. 28, at 2pm, CH2 Auditorium | Keep Seniors Safe |
| • Saturday, Dec. 2, from 6-10pm, CHI Ballroom | Winter Wonderland Ball |
| • Sunday, Dec. 3, at 2pm, CH2 Auditorium | World Music |
| • Monday, Dec. 11, at 7pm, CH2 Auditorium | Greenbelt Concert Band |
| • Wednesday, Dec. 13, at 7:30pm, CH2 Auditorium | Olney Concert Band |
| • Sunday, Dec. 17, at 2pm, CH2 Auditorium | Four Hands, One Piano |

HR Corner

New Hires in October 2023:

- | | | |
|---------------------|-----------------------|----------------|
| • Andrews, Rajita | General Counsel | Administration |
| • Forsey, Tom | Advertising Sales Rep | Communications |
| • Eley, Bryant | HVAC Technician | HVAC |
| • Doles, Symone | Receptionist | Lifestyle |
| • Joannise, Domesha | Receptionist | Lifestyle |
| • Soman, Sudha | Postal Clerk | Post Office |
| • Jessup, Dawn | Customer Service Rep | PPD |
| • Lee, Carroll | Sanitation Driver | Sanitation |
| • Boddie, Frederick | Gate Guard | Security |
| • Santos, Angela | Gate Guard | Security |
| • Matthews, Dondre | Gate Guard | Security |