



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)----- 1-2
4. Approval of Minutes – October 26, 2022, Board Meeting Minutes (Attachment)—3-7
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-(Attachment)-----8
 - a. Invoice Approval (Attachment)-----9-11
7. Unfinished Business –
 - a. Building 91 updates, including Schindler elevator and follow-up, defective heat sensors, new lobby directory of residents, lobby furniture, more..
 - b. Schindler Elevator Modernization project: updates for Building 90
 - c. Bylaw amendments voting follow-up
 - d. Budget for 2023 and M&O Agreement
 - e. Update on the storm water drains between Bldgs. 90 & 91
8. New Business –
 - a. Ratify AWM Res#78, #79, #80, #81 and #82 (attachment)----- 12-16
 - b. Request for reimbursement (invoice) from a resident affected by the elevator project in building 90 (attachment)----17-21
 - c. Insurance Claim-(Attachment)-----22-35
 - d. Proposal- McFall and Berry-(attachment)-----36
 - e. Proposal-Dynalectric-(attachment)-----37-39
 - f. Annual gifts
 - g. 7 poinsettias for each building lobby at \$21 each- Mrs. Jane Gervais
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, December 28, 2022 – 1:00 P.M.
13. Meeting Adjournment:



Res. 74-77

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 26, 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; John Barr, Director

Directors Absent: none

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

Visitors: **In Sullivan room:** Charlie Middleton, Jane Gervais, Maureen McCleary, Virginia Austin, Connie Costa, Mary Cawley, Laura Rittenberg, Donald Bonn.

Via Zoom: JoAnn Grant, Dennis Hawkins, Laurie Farnsworth, Arsenetta Hawthorne, Zuli Russi, Randy Bosin, Lynne Margolies.

1. Call to Order – Mr. Benefiel called the meeting to order at 1:02 p.m.
2. Approval of the Agenda – The agenda was approved, as amended.
3. Community Report – Mr. Kimble presented the October 2022 Community Report and addressed all questions asked. Mr. Kimble informed the Board that the Comcast credit check for building 91 will be deposited into the Mutual 19B account if not today, sometime before the end of this week.
4. Approval of September 28, 2022, Regular Board Meeting Minutes – The September 28, 2022, regular Board meeting minutes were approved as presented.

The Mutual 19B 2023 Budget: The Board mailed a 10-11-2022 preliminary budget for 2023 on October 19, along with the estimated increases in monthly condo fees for all residential units. Mutual 19B has 90 residential units on master meters and 120 units with individual electric meters. The Board also received an updated (10-26-22) budget for 2023 which increases the total by \$45,021.00 to include the Management & Operating Agreement for 2023. The 10-26-22 budget requires income of \$1,841.650, an increase of \$271,063 (17.3%) over 2022. The M19B Board plans to meet on November 30, 2022, to

come to an agreement about the 2023 Budget. Once approved the final budget will be mailed to all owners.

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

-Mr. Middleton expressed concern about a memo inferring that handicapped resident could not park in the handicap parking space for a long time. Mr. Dunn clarified that Mutual 19B rules stated, in accordance with Maryland law, that anybody with a handicap permit is allowed to park in the handicap reserved space 24 hours 7 days a week. Our rules encourage cooperation among residents to share the limited number of handicapped parking spaces at each building.

-Ms. Costa expressed concern about new residents moving in and out. Troubles as their moving trucks block handicapped access were described. The board suggested calling the Security Office if truck drivers refused requests to move in consideration of the needs of the residents.

- Ms. Mastrorocco said that the bench outside building 92 is looking very awful. Ms. Gervais explained that this is the way this bench is supposed to look as the wood weathers. Mr. Gervais said that the bench doesn't look awful, but it has a character.

-Ms. Cawley expressed concern about the security of the building, she said that people are coming into the building at 2 am. Mr. Benefiel explained that some people work late, and this is the time they come home.

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, noting that the number and amounts of delinquent accounts from Building 91 [15210 Elkrige Way] have dropped sharply over the past three months. The Treasurer noted that another such account would be settled at the Nov. 10, 2022, expected closing on the sale of another unit.

a. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$1,172.30	Minkoff Company, INC Contract #18242 - Add lighting in elevator lobby as required by the state of Maryland. Dated: 10/17/2022.
\$6,367.00	Dynalectric Invoice #44454 – Annual fire alarm test including flow and temper switch test. Dated: 9/30/2022

\$2,836.27	Schindler Elevator Corporation Invoice #7253503759 - Technician reported: repaired car from construction work, excessive debris, and dust, assisted by Charles Wert Jr. in 15210 Elkridge Way BLDG. Dated: 6/1/2022
\$2,475.00	McFall and Berry Invoice #217954 -15210 Elkridge Way b.91. Front of building: damage to turf from the construction is 4200 sq. ft. price includes regrading area with holes and damage to grade. Dated: 9/30/2022
\$6,587.50	REI/Drayco Invoice #11172 -Inspection and jetting of storm drains between Buildings 90 & 91, Sept. 26 & 27, 2022. Dated: 10/21/2022.
\$1,277.50	Infestation Control invoice #93357/92655/90322/91226/92502 - Treat wasps 15310-unit 2A, treat wasps 15310-unit 3F, monthly service 9/12/2022 at 15201, monthly service 10/11/2022 at 15201, treat wasps 15301-unit 2C. Dated: 10/21/2022.
\$1,878.94	Schindler Elevator Corporation Invoice #7153395018 - found eye ray knocked off strike jamb and broken emergency exit switch on car top. Repaired all devices, observed operation, and returned to service. Dated: 11/08/2021

Resolution #74 10/26/2022

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) Ms. Austin was happy to report that no false alarms in the middle of the night have occurred in the last two weeks.
- B. Schindler Elevator Modernization: updates in Building 90 (Maureen McCleary)- Ms. McCleary said that they anticipate the elevator project to be inspected by the Maryland Department of Labor and Regulation (DLR) on Thursday, November 4, 2022
- C. Insurance process documents and updates- The Mutual 19B Mutual Assistant will email this information to the Leisure World insurance department to request feedback to update our processing of these incidents.
- D. Bylaw amendments voting follow-up mailing and results: None of the six amendments were approved. The Board approved a 3rd mailing only for the unit owners who did not respond to the first or second mailings, asking those unit owners to please take the time to respond. The Mutual assistant will print proxy envelopes and ballots and building representatives agreed to take them to the unit owners who have not submitted their votes yet.
- E. REI/Drayco: storm drain inspection and next steps (see related invoice for \$6,587.50 above). Mr. Lee. Shields PPD/LWMC will provide proposals to the

board from H&H and other vendors to allow an informed decision about how to remove the root balls that have grown into the storm drainpipes.

8. New Business –

a. Bench for building 88- Mr. Barr-

-Upon motion duly made, the Board agreed,

To approve a budget in the amount of \$2,000 for a teak bench for building 88 (15300 Beaverbrook Ct.) for the outside area in building 88. Mutual assistant will contact PPD department and ask how to go about on getting the teak bench.

Resolution #75 10/26/2022

b. Electrical Breaker Boxes- (Mr. Barr)- Motion on this discussion was tabled for the next board meeting.

c. Ratify: Action Without Meeting Resolution #73 10/4/2022

-Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting resolution #73 To approve payment to Schindler Elevator Corporation invoice # 7401567568 dated 9/15/2022 in the amount of \$114,981.00 for elevator modernization in 15311 Beaverbrook Ct. building 90.

Resolution #73 10/4/2022

d. ABM-Aria Property LLC-

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Aria Property LLC at 15201 Elkridge Way 3K for replacing the old carpet with new water resistant/proof laminate.

Resolution #76 10/26/2022

9. Correspondence- Ms. Hawthorne's letter inquiring about the E-rating formula used for the budget was included in the packet for all Board members, Mr. Dunn and Mr. Gervais will try to investigate and if any way possible bring an answer to the next board meeting.

10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn shared that Ms. Melissa Pelaez and Mr. Robert Alonzo will be meeting next week (Nov. 2) to explain the M&O Agreements.

11. Building Representatives: Mr. Lewis reported that the trash containers in Building 89 [15310 Beaverbrook Court] have not been cleaned recently. The trash room has an unpleasant smell.

-Ms. Goldsborough introduced Mr. Donald Bonn and shared that he has expressed interest in becoming the building representative for building 88.

-Upon motion duly made, the Board agreed,

To approve the appointment as building representative for building 88 [15300 Beaverbrook Court] Mr. Donald Bonn who lives there in unit 3J. Mr. Bonn provided his contact information to all Board members.

Resolution #77 10/26/2022

12. Monthly Meeting Date: Wednesday November 30, 2022, at 1:00pm
13. Meeting adjourned at 4:35 PM.

Rita M. Mastrorocco, Secretary

Mutual 19B - November 30, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 10/1/22	\$ 143,646.34
Total Receipts - October	394,531.17
Total Disbursements - October	<u>(351,058.26)</u>
Balance - 10/31/22	\$ 187,119.25

Net Operating Expenses

Year To Date - 10/31/22	\$ 18,010	Unfavorable To Budget
Month of October - 2022	\$ 14,010	Favorable To Budget

Cash Investments

	<u>10/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,691,266.41	\$1,841,362
Maintenance Reserve	225,642.47	226,827
Insurance Deductible Reserve	14,155.39	27,795
Other	<u>71,796.19</u>	<u>67,192</u>
Total	\$2,002,860.46	\$2,163,176

Delinquent Report (as of November 16, 2022)

- 9 accounts (not from Bldg. #91) have charges of \$6,701.24.
 - \$2,039.25 of the \$6,701.24 are for two insurance claims.
 - \$3,198.00 of the \$6,701.24 are current charges from 5 accounts.
 - \$1,463.99 left, \$1,445.99 > 30 days, \$0 from 0 > 60, \$18 from 2 > 90)
 - There are 3 accounts from Bldg. #91 totaling \$11,362.00.
 - 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 = \$19,489.64

Reserve Expenditures - YTD 10/31/22

Replacement Reserve	\$ 280,994
Maintenance Reserve	81,182
Insurance/Legal	<u>0</u>
Total	\$ 362,176

To Reserves YTD 10/31/22

\$197,378

11/21/2022
9:57 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2022

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
129,819	129,819	1,298,190	1,298,190	0	1,298,190	0
2,321	472	15,024	4,720	1,849	10,304	10,304
75	0	825	0	75	825	825
14,144	0	14,144	0	14,144	14,144	14,144
128,688	0	362,176	0	128,688	362,176	362,176
(20,562)	(18,454)	(197,378)	(184,540)	(2,108)	(12,838)	(12,838)
254,485	111,837	1,492,981	1,118,370	142,648	374,611	374,611
INCOME						
	5110					
Assessments	5110	1,298,190				
Interest Income	5111	15,024				
Late Fees	5114	825				
Other Income	5115	14,144				
Transfers From Funded Reserve	5200	362,176				
Transfers To Funded Reserves	5800	(197,378)				
TOTAL INCOME		1,492,981	1,118,370	142,648	374,611	374,611
ADMINISTRATIVE EXPENSES						
	6110					
Bank Fees	6110	19	0	0	(19)	(19)
Common Ownership Fee	6112	875	880	1	5	5
Audit	6115	4,250	4,250	0	0	0
01 Insurance Property	6118	131,041	124,450	(2,197)	(6,591)	(6,591)
02 Insurance Deductible	6118	726	0	0	(726)	(726)
03 Insurance Fidelity	6118	2,861	2,750	(11)	(111)	(111)
01 Legal Consulting	6119	300	0	0	(300)	(300)
02 Legal Lien Filings	6119	857	0	0	(857)	(857)
Property Mgmt Services	6120	5,200	9,330	413	4,130	4,130
Miscellaneous	6125	410	0	0	(410)	(410)
Interpreter	6138	700	2,080	208	1,380	1,380
TOTAL ADMINISTRATIVE EXPENSES		147,239	143,740	(1,586)	(3,499)	(3,499)
BUILDING EXPENSES						
	6202					
06 General Maintenance	6202	26,376	26,860	(245)	484	484
01 Elevator Contract	6204	18,404	18,570	0	166	166
02 Elevator Overtime	6204	4,282	1,670	167	(2,612)	(2,612)
03 Elevator Inspections	6204	4,743	1,110	111	(3,633)	(3,633)
Pest Control	6209	5,967	2,500	250	(3,467)	(3,467)
05 Sprinkler Contract	6211	3,318	3,330	333	12	12
06 Repair Sprinkler,F/A	6211	2,326	2,500	250	174	174
07 Fire Marshll, Permit	6211	0	330	33	330	330
10 F/A Inspections	6211	0	4,800	480	4,800	4,800
02 Grounds Landscaping	6214	21,860	11,670	885	(10,190)	(10,190)
Telephone	6224	2,510	1,870	(235)	(640)	(640)
TOTAL BUILDING EXPENSES		89,785	75,210	2,030	(14,575)	(14,575)
UTILITY EXPENSES						
	6301					
98 Electric Com Area	6301	29,521	26,400	20	(3,121)	(3,121)
96 Electric Pr Yr CA	6301	0	(6,690)	(669)	(6,690)	(6,690)

11/21/2022
9:57 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
1,017	1,115	98	60 Transportation	9,964	11,150	1,186
5,784	4,971	(813)	65 Security	55,369	49,710	(5,659)
682	561	(121)	70 Street Lights	6,728	5,610	(1,118)
693	953	260	80 Golf Course	8,819	9,530	711
140	208	68	81 Pro Shop	2,016	2,080	64
28	27	(1)	85 Comm Call System	276	270	(6)
309	309	0	90 Snow Reserve	3,086	3,086	0
3,942	3,942	0	92 Prop Maint Rsv	39,416	39,416	0
865	865	0	93 Contg Rsv	8,652	8,652	0
1,392	1,392	0	95 Repl Rsv	13,924	13,924	0
0	657	657	98 Salary Adjustment	0	6,570	6,570
46,150	45,502	(648)	TOTAL COMMUNITY FACILITIES	460,093	455,019	(5,074)
6,062	5,773	(289)	MUTUAL OPERATING	59,646	57,730	(1,916)
5,039	5,039	0	10 Administration	50,390	50,390	0
587	0	(587)	41 Grounds	5,017	0	(5,017)
618	189	(429)	42 Special Projects	5,425	1,890	(3,535)
4,250	4,250	0	44 Community Services	42,500	42,500	0
377	118	(259)	50 Janitorial	656	1,180	524
307	0	(307)	52 After Hours	140	0	(140)
(261)	0	261	53 Electrical Maint	(2,813)	0	2,813
(859)	0	859	54 Plumbing Maint	(3,411)	0	3,411
605	0	(605)	55 Building Maint	4,720	0	(4,720)
(479)	0	479	56 HVAC	103	0	(103)
0	231	231	57 Appliance Maint	0	2,310	2,310
16,247	15,600	(647)	100 Salary Adjustment	162,372	156,000	(6,372)
235,590	106,952	(128,638)	TOTAL MUTUAL OPERATING	1,510,966	1,118,345	(392,621)
18,895	4,885	14,010	TOTAL EXPENSES	(17,985)	25	(18,010)
			INCOME/DEFICIT			

MUTUAL 19B
CASH INVESTMENTS
October 31, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							187,119.25	187,119.25
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.51%			843.74	51,273.77	834.70		52,952.21
	PACIFIC NATIONAL BANK	1.51%			42,667.90	174,368.70	13,320.69		230,357.29
CERTIFICATES OF DEPOSIT									
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	56,311.97				56,311.97
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	113,499.71				113,499.71
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	167,963.41				167,963.41
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
	DUE TO FROM:				115,323.06			(115,323.06)	
TOTAL					1,691,266.41	225,642.47	14,155.39	71,796.19	2,002,860.46

**CD 33 Forbright BK Matured 10/18/2022, in Process of Reinvestment.



Community Report

Community Financials

Year to date: Net Revenue over Expenses is unfavorable to budget by \$286,720

Income:	375,063 Unfavorable to budget
Expenses:	88,343 Favorable to budget
Net Income:	286,720 Unfavorable to budget

Summary for Month of October: Net Revenue over Expenses is unfavorable to budget by \$9,831

Income:	36,640 Unfavorable to budget
Expenses- Salary/ Benefits:	22,260 Favorable to budget
Expense-Overhead:	4,549 Favorable to budget
Net Income:	9,831 Unfavorable to budget

Net Revenue over Expenses is unfavorable by about \$287k year to date, a slight increase of about \$9,800 over September. Management has been focused on cost containment efforts, as demonstrated in expenses coming in below budget. Budget favorability is increasing within Administration, Community Services, and Golf. The unfavorable budget variance has decreased for Recreation Operations, due primarily to the clubhouse and communications.

Revenue across all departments is unfavorable to budget by about \$375k, of which the PPD revenue decline is about \$348k. The PPD revenue decline has increased by about \$45k from September.

Expenses are favorable by about \$88k. Management continues to be focused on cost containment efforts, as demonstrated by October's results. However, these efforts are stymied by certain expenses that can't be reduced over budget. Utilities continue to be unfavorable to budget by about \$80k. Had utilities come in at budget, the expenses would have been favorable by \$168k, and the overall deficit would have been \$207k.

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.

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 October:	33	29	376	379
Total transfer contributions:	\$151,406	\$221,607	\$1,697,160	\$2,671,059

Current Staff 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 being finalized with the Mutuals.

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)

Precast concrete shop drawings and submittal preparation are in process with box culvert fabrication to begin once approved by O’Connell & Lawrence. County sediment control construction permits are in review with DPS and permit release dependent on construction sequencing modification. Full roadway closure is expected once excavation begins and will continue until surface pavement is completed.

Project Status Update

Admin Building –

The M-NCPPC (Maryland National Capital Parks and Planning Commission) had a public hearing on Thursday, November 10th at the County’s Wheaton headquarters. LWMC’s project #82017012B was approved by the commission.

<https://eplans.montgomeryplanning.org/daiclinks/pdodlinks.aspx?apno=82017012B&projname=Leisure%20World%20Admin%20Building>

Construction/design documents remain in review for building permit approval with Montgomery County. Warfel Construction subcontractor bids and project total cost will be presented to LWMC for acceptance in late November. The Owner / Contractor contract, expected to be signed in December, will occur ahead of year-end construction cost increases. The construction will start in March 2023 with contractor site prep and mobilization to occur in February.

HR Corner - New Hires in September

- Irby, Eric A. – Assistant Building Engineer (Mutual 17A Fairways South)
- Lewis, Antwan J. – Special Police Officer (Security)
- Bodrick, Barbara Sintrell – Gate Guard (Security)
- Colvin, Tayla N. – Gate Guard (Security)
- Gendlemen, Jill M. – Receptionist (Lifestyle)