



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. Call to Order-
2. Approval of the Agenda-
3. Approval of Minutes – Nov 18, 2024, Board Meeting Minutes (**Attached**)-1-4
4. Chair's Remarks-
5. Treasurer's Report-
Invoice Approval – (**Attached**)-5-7
6. Management Report
 - a. Community Report-(**Attached**) -----8-9
 - b. Work Chart Report –(**Attached**)----10-11
7. Action Item
 - a. Proposals:
 1. Dormakaba #17000860931-(**Attached**)-12-13
 2. Dormakaba Maintenance program proposal-(**Attached**)-14-17
 3. Dynaletric -Fire Alarm System Test proposal-(**Attached**)-18-19
 - b. Ratify AWM Res# 101, 102, 103 & 104- (**Attached**)-20-23
 - c. Insurance Closeout 88-1E-(**Attached**)-24-31
8. Correspondence
9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Old Business-
12. New Business-
 - a) Water Alarm schedule-(**Attached**)-32
 - b) Notify Resident about Dryer Vent
13. Unit Owners and Residents Open Forum-
14. Monthly Meeting Date – **Monday, Jan ???, 2025 – 2:00 P.M.**
15. 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 NOVEMBER 18, 2024**

Res.#87-100

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 Nov18, 2024, at 2:00 p.m. in meeting Room A.

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

Director’s Absent: None

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

Visitors in Room A: Charlie Middleton, Jane Gervais, George Samara, Joseph Katz, and JoAnn Grant.

Visitors via zoom: Dennis Hawkins

1. Call to Order – Mr. Bonn called the meeting to order at 2:06pm.
2. Approval of the Agenda – The agenda was approved, as amended.
3. Approval of Minutes – The Oct 21, 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
\$3,525.00	GL Code #620400-100003	<u>Amicus Elevator Consultant Invoice #955-</u> consultation documents and specifications. Dated: 10/22/2024.

\$16,392.00 GL Code#690000-110001	S & K Roofing Invoice # sk-4693 - 15210 Elkridge Way B.91 install smooth natural clay trim coil over existing fascia boards. Install vented natural clay vinyl soffit with holes cut for proper ventilation. Dated: 10/23/2024.
\$4,750.00 GL Code# 690000-110005	Montiel's Constructions Inc. Invoice #OM24.15300bc.01 - 15300 Beaverbrook Ct. Unit 1E- Repairs; remove walls and shower base with favorable site conditions. Remove other debris and scrape surface. Install new drywall on the walls and patch other drywall. Remove damage 4" pipe and install new pipe. Dated: 11/15/2024.

Resolution #87 11/18/2024

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. Motion to rescind Resolution #74 Dynaletic proposal

- Upon motion duly made, the Board agreed,

To rescind Resolution #74 Dynaletic proposal that says:

“To approve the Dynaletic 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**”

Resolution #88 11/18/2024

b. Motion to rescind Resolution #75 TNE proposal

- Upon motion duly made, the Board agreed,

To rescind Resolution # 75 TNE proposal that says:

“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**”

Resolution #89 11/18/2024

c. Proposals:

- Upon motion duly made, the Board agreed,

To approve Classic Concrete proposal dated: 11/12/2024 in the amount of \$15,850.00 for concrete repairs: remove& replace 1,184 sq. ft. of sidewalk, remove & replace 10 Lin. Ft. of curb and gutter, patch two areas in concrete, remove and replace 183 sq. ft. of 8" driveway, and to approve Classic Concrete proposal in the amount of \$500 for Bldg. 90 bench pad. Please see attached doc

Resolution #90 11/18/2024

- Upon motion duly made, the Board agreed,

To approve Jack and Piston replacement: repair specifications for seven hydraulic elevators located at Mutual 19B. Mutual 19B President or Mutual 19B Property Manager will get a proposal.

Resolution #91 11/18/2024

- Upon motion duly made, the Board agreed,
To approve ABI Advantage proposal/agreement dated: 11/12/2024 for monitoring and reporting services in the amount of \$21,539.00 that will be paid by The Green Bank of Montgomery County. A annual renewal amount of \$1,212.00 for monitoring and reporting services portion of this agreement pay by mutual 19B.

Resolution #92 11/18/2024

- Upon motion duly made, the Board agreed,
To approve McFall and Berry proposal #15778 in the amount of \$1,000.00 for emergency removal in building 90 natural area in front of the building.

Resolution #93 11/18/2024

d. Insurance Claim Close-out:

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC insurance close-out for 15300 Beaverbrook Ct. unit 88-1F in the amount of \$7,134.18 for HVAC leak: date of occurrence 7/8/2024.

Resolution #94 11/18/2024

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC insurance close-out for 15300 Beaverbrook Ct. unit 88-1H in the amount of \$14,929.13 for HVAC leak: date of occurrence 6/29/2024.

Resolution #95 11/18/2024

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC insurance close-out for 15311 Beaverbrook Ct. unit 90-2D in the amount of \$1,607.61 for mitigation and reconstruction; water came from 90- 2D: date of occurrence 7/29/2024.

Resolution #96 11/18/2024

- Upon motion duly made, the Board agreed,
To approve to request reimbursement from unit owner of 15311 Beaverbrook Ct. unit 90-2D for insurance close-out in the amount of \$1,607.61 for mitigation and reconstruction; water came from 90-2D: date of occurrence 7/29/2024.

Resolution #97 11/18/2024

- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 15300 Beaverbrook Ct. unit 88-1J to replace vanity lights.

Resolution #98 11/18/2024

- Upon motion duly made, the Board agreed,
To ratify the AWM #86 10/25/2024: To approve the ABM submitted by the Estate of Francis E. Yates for 15210 Elkridge Way unit 3J for unit renovation, new cabinetry, appliances, and flooring.

Resolution #86 10/25/2024

- Upon motion duly made, the Board agreed,
To approve moving Peter Craig to parking space #192 and Ellen Gould will move to parking space #195 and new owner, Jackson, to parking space #147 (Bldg. 92).

Resolution #99 11/18/2024

- Upon motion duly made, the Board agreed,
To approve the purchase of a bench for building 90 in the amount of \$899.94.

Resolution #100 11/18/2024

7. Correspondence. - None
8. Leisure World Board of Directors and Advisory Committee Reports. – none
9. Building Representatives: A landscape report was included in the agenda packet.
10. Old Business-none currently.
11. New Business-
 - a. Naming the Mutual- Some information will be share in the Mutual 19B newsletter for residents to vote on a name.
 - b. Updating both websites
 - c. Rules and regulations- re-write current rules/need to add/remove rules
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: **December 16, 2024, at 2:00PM.**
14. Meeting adjourned at: 4:10pm

Rita M. Mastrorocco, Secretary

Treasurer Report December 16, 2024 - Statements Received From LWMC on 12/13/24

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Nov. 30, 2024				November 2024	
Balance Forward	\$204,162.79			\$13,371	Favorable To Budget
Receipts	\$193,958.30			Year To Date	
Disbursements	<u>-\$189,142.92</u>			\$89,362	Favorable To Budget
Cash Balance	\$208,978.17				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 11/30/24	As of 1/1/24		Year To Date	Year To Date
Replacement Reserve	\$1,736,231.20	\$1,786,741.13		\$263,565	
Maintenance Reserve	\$203,871.72	\$227,380.49		\$76,461	
Insurance Reserve	-\$22,211.42	\$891.67		\$93,029	
Checking/ Money Market	<u>\$228,753.37</u>	<u>\$209,248.50</u>			
Totals	\$2,146,644.87	\$2,224,261.79		\$433,055	\$312,325

12/11/2024
11:44 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
25,576	37,552	11,976	TOTAL UTILITY EXPENSES	317,345	403,390	86,045
0	167	167	OTHER EXPENSES	0	1,837	1,837
667	667	0	01 Activities	5,709	7,337	1,628
0	0	0	Bad Debt	34	0	(34)
0	0	0	Internet			
667	834	167	TOTAL OTHER EXPENSES	5,743	9,174	3,431
44,432	56,699	12,267	TOTAL OPERATING EXPENSES	529,696	615,052	85,356
16,392	0	(16,392)	RESERVE EXPENSES	16,392	0	(16,392)
3,525	0	(3,525)	05 RR Painting	3,525	0	(3,525)
0	0	0	06 RR Elevator	22,294	0	(22,294)
0	0	0	12 RR Plumbing	12,150	0	(12,150)
0	0	0	13 RR Building Facade	209,204	0	(209,204)
0	0	0	15 RR Roofs	831	0	(831)
0	0	0	02 MR Carpentry	7,906	0	(7,906)
923	0	(923)	03 MR Electrical	1,763	0	(1,763)
0	0	0	04 MR Drainage	14,276	0	(14,276)
6,216	0	(6,216)	05 MR Plumbing	5,019	0	(5,019)
0	0	0	08 MR HVAC	7,214	0	(7,214)
0	0	0	09 MR Gutters	1,002	0	(1,002)
0	0	0	10 MR Other	12,484	0	(12,484)
1,938	0	(1,938)	12 MR Building Maint	1,923	0	(1,923)
649	0	(649)	14 MR Painting	16,830	0	(16,830)
0	0	0	20 MR Dryer Vents	533	0	(533)
0	0	0	21 MR Elevators	320	0	(320)
0	0	0	23 MR Repair Wall Crack	2,835	0	(2,835)
98	0	(98)	24 MR Doors & Windows	84	0	(84)
0	0	0	25 MR Landscaping	1,098	0	(1,098)
0	0	0	26 MR Caulking	2,345	0	(2,345)
0	0	0	30 MR Ceiling Repairs	93,029	0	(93,029)
22,063	0	(22,063)	01 IR Insurance Exp			
51,805	0	(51,805)	TOTAL RESERVE EXPENSES	433,055	0	(433,055)
51,431	51,431	0	COMMUNITY FACILITIES	565,742	565,741	(1)
0	0	0	01 Payment			
51,431	51,431	0	TOTAL COMMUNITY FACILITIES	565,742	565,741	(1)

12/11/2024
11:44 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
11/30/2024

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
14,680	14,833	153	MUTUAL OPERATING	161,485	163,163	1,678
4,963	4,963	0	01 Mut Oper-Payment	54,597	54,593	(4)
5,527	5,527	0	41 Grounds	60,792	60,797	5
			50 Janitorial			
25,170	25,323	153	TOTAL MUTUAL OPERATING	276,874	278,553	1,679
172,838	133,453	(39,385)	TOTAL EXPENSES	1,805,367	1,459,346	(346,021)
13,213	(158)	13,371	INCOME/DEFICIT	96,261	6,899	89,362

MUTUAL 19B
CASH INVESTMENTS
November 30, 2024

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							208,978.17	208,978.17
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	1.58%			214,613.22	9,448.50	6,690.18		230,751.90
PACIFIC NATIONAL BANK	3.28%			6,729.97	196,274.63	56.15		203,060.75
CERTIFICATES OF DEPOSIT								
100014 FIRST INTERNET BANK	4.32%	150,000.00	11/15/2025	154,728.44				154,728.44
100051 FORBRIGHT BANK	4.97%	56,716.65	03/01/2025	81,944.92				81,944.92
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:								
				11,033.96	(1,851.41)	(28,957.75)	19,775.20	
TOTAL				1,736,231.20	203,871.72	(22,211.42)	228,753.37	2,146,644.87

Current Staff Priorities

- Implementation of new program to recognize employees called "Catch Me At My Best". Residents can complete a form acknowledging an employee for going above and beyond. The employee will receive a \$10 gift card.
- 3M inspection tours continue
- M & O Agreements being finalized

Project Status Updates

Administration Building Parking Lots

- Asphalt pavement milling and overlay at the remaining parking area closest to Leisure World Boulevard was completed with line striping on Nov. 16.
- New upper parking lot construction began after asbestos abatement and prior Administration Building demolition and debris removal. Soil removal, undercutting, and regrading requirements were extensive. Underground site utility work has been challenging with the abandonment of services and some line rerouting required. Gas, water, electric power, communications, and stormwater sewer were affected and adjusted with as-built design documents updated for future use.
- Installation of the underground stormwater management structures required closure of Veterans Circle allowing for piped systems that will drain the new bioretention dry-pond structure located at the SE corner of the new parking lot. Temporary lighting has been provided for residents' pedestrian safety while using the south sidewalk at Veterans Circle to access Clubhouse I.
- Parking lot and pedestrian site lighting power feeds with pedestal support-base construction are in progress that will include two EV car charging stations. Warfel's construction schedule anticipates new curbs, gutters, and sidewalks completion by Thanksgiving. Asphalt and concrete paving the upper parking lot will occur in the first or second week of December, weather permitting. The upper parking lot entry-and-exit will occur from Veterans Circle extending into the larger parking lot for improved traffic flow. Directional signage and pavement arrow markings will be provided.

Security

- Admin Coordinators are working on General Orders
- 1,459 resident ID cards have been issued as of Nov. 12.
- Security has one SPO vacancy

Transportation

- Two shuttle buses are out of service for maintenance
- Julio Claros is the new Business Analyst, addressing transit analyst functions and grant administration
- Transportation is at full staffing

Physical Properties

In October 2024:

• Number of calls	2,691	(Sept. 2024: 2,513)
• Labor and material revenue	\$466,763	(Sept. 2024: \$354,197)
• Labor and material revenue YTD	\$4,137,636	(Sept. 2023 YTD: \$3,670,873)
• Service contracts YTD	1,416	(2023 total: 1,470)
• Work orders	1,403	(Oct. 2023: 1,251)
• Work orders YTD	11,440	(Oct. 2023 YTD: 12,031)
• New contracts for Willson LLC	\$385,497 - 38 appointments	
• Open positions	1 Sanitation Worker	

Upcoming Events

• Saturday, Nov. 30	Songstress Christiana Drapkin
• Thursday, Dec. 5 (2 sessions)	Make Your Own Gingerbread House
• Thursday, Dec. 5	Father and Son Guitarists
• Saturday, Dec. 7	Holly Ball with Respect Band Trio
• Sunday, Dec. 8	Paul Carr Academy
• Wednesday, Dec. 11	Discussion: Breast Cancer and Nutrition
• Wednesday, Dec. 11	Holiday Caroling with First Responders
• Saturday, Dec. 14	“The Nutcracker” with Olney Ballet Theatre
• Monday, Dec. 16	Takoma Park Community Band
• Wednesday, Dec. 18	Olney Concert Band
• Friday, Dec. 20	Happy Hour with DJ Bob
• Sunday, Dec. 22	Jazz Singer Darden Purcell and Guitarist

HR Corner

New Hires in October 2024:

• George Gray	Shuttle Bus Driver	Transportation
• Michael Glick	Administrative Assistant	Mutual Services
• Michelle Yang	Office Manager	Administration
• Julio Claros	Transit/Business Analyst	Security Transportation
• Emmanuel Morgan	Building Engineer	The Greens
• Kest Abraham	Clubhouse II Coordinator	Lifestyle
• Jamell Mondesir	Appliance Mechanic	Physical Properties