



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 | |
| 4. Approval of Minutes – December 29, 2021, Board Meeting Minutes (Attachment) | 1-4 |
| 5. Unit Owners and Residents Open Forum | |
| 6. Treasurer’s Report (Attachments) | 5 |
| a. Invoice Approvals(attachment) | 6-7 |
| 7. Unfinished Business – | |
| a. Building 91 updates at 2:00pm | |
| 8. New Business – | |
| a. Annual meeting scheduled for May 4, 2022 | |
| 1. Call for Candidates mailing scheduled for February 18, 2022 | |
| 2. Deadline for candidate applications scheduled for March 21, 2022 | |
| 3. Annual meeting mailing scheduled for April 4, 2022 | |
| b. Elevator: Schindler Modernization | |
| c. Proposal- Dynalectric: Fire alarm (Attachment) | 8-9 |
| 9. Correspondence- | |
| a. Statement of non-discrimination (Attachment) | 10-12 |
| b. Email request from Mr. Layer (Attachment) | 13 |
| 10. Leisure World Board of Directors and Advisory Committee Reports- | |
| 11. Building Representatives- | |
| 12. Monthly Meeting Date – Wednesday, February 23, 2022 – 1:00 P.M. | |
| 13. Adjournment at | |



**LEISURE
WORLD**
OF MARYLAND

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B
CONDOMINIUM OF ROSSMOOR, INC.
HYBRID MEETING – 1:00 P.M.
WEDNESDAY, DECEMBER 29, 2021

Res. 103-113

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, December 29, 2021, 1:00p.m.

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:

Management: Crystal Castillo, General Manager of Support Services, Danesca Pineda, Mutual Assistant, Bob Kimble, General Manager LWMC, Susan Montgomery (Social Worker)

Visitors: **In Montgomery room:** Jane Gervais/ Sigrid Nadeau/Virginia Austin/Dan Meeker/Pat M/George Samara/Ginger Samara/Charles, Steve Gross (Minkoff President) Mike Burris (Minkoff), Middletown/Pamela Galef/ Melissa Lindsey (Minkoff), Pat Ritter,

Via Zoom: Arsenetta Hawthorne/Randy Bosin/Rhona Bosin/Janet/ Mark Feldman/ Melinda Kelly/Linda Creamer/Zuli Tango/JoAnn Grant/ Lynne Margolies/Suzanne Nabliba/ Nancye Shipe/George Abraham

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda is approved, as presented.
3. General Manager's Report – Ms. Castillo presented the November 2021 General Manager's report and provided current updates and addressed all questions asked.
4. Approval of December 1, 2021, Regular Board Meeting Minutes – The December 1, 2021, regular Board meeting minutes was approved as presented.

5. Unit Owner's and Resident's Open Forum –
- Ms. Sigrid Nadeau and Ms. Melinda Kelly shared their concerns about the rat/mice infestations in building 93 that started back in October 2021 and still have not been completely resolved, the building still facing rats/mice problems.
 - Mr. Benefiel informed all residents from building 93 that the board received a proposal from Infestation Control Inc, and they will take care of the rats/mice problem and that all buildings in Mutual 19B will be included in this contract for rats/mice treatments.
 - Mr. Bosin asked for clarification about the increase on the condo fee.
 - Ms. Hawthorne also asked for clarification on her condo increase, Mr. Gervais will contact her explain it to her.
 - A resident also asked about separation of utilities and wanted a solution.
 - Mr. Dunn explained to all residents who are asking for solutions, that this is resident's open forum, this is about expression concern, not about resolving all issues during this meeting.
 - A resident expressed concern about her stove, which was not plugged into the wall socket, but wired into the electrical wire behind the wall.

6. Treasurer's Report – Mr. Gervais presented the treasurer's report as distributed for the Board's review. The treasure's report was approved as presented.

a. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION:
\$3,433.00	<u>USI Insurance Services LLC Invoice # 3976122</u> - for Travelers's casualty and Surety Co. of Amer Policy #105634437. Dated: 12/17/2021 <u>Resolution # 103, 12 /29/ 2021</u>
\$1,067.00	<u>Dynalectric Invoice #41152</u> - for quarterly inspection. Dated: 12/16/2021 <u>Resolution # 104, 12 /29/ 2021</u>
\$6,546.00	<u>Schindler Elevator Corp #7100474331</u> for services at 15211 Elkridge Way building. Dated: 11/17/2021 <u>Resolution # 105, 12 /29/ 2021</u>

7. -Unfinished Business -

- a. 2:00 p.m. Minkoff Updates of Bldg. #91- Ms. Lindsey, Mr. Gross and Mr. Burris provided updated information on progress of restoration on the building 91. Water will be off mid-January Ms. Lindsey will provide residents all information needed. Ms. Lindsey also provided hand-outs with detail information with a dated timeline (attachment). Minkoff Co. President Steve Gross announced that Minkoff would reimburse all electricity charges to homeowners of units in Bldg. 91 [15210 Elkridge Way]."
- b. Bylaws Amendment update- no updates currently.
- c. Elevator Replacement plan - Pending for January 2022 meeting.

-Upon motion duly made, the Board agreed,

To ask the Treasure to get a zoom closed session meeting for the board with Schindler in the month of January 2022.

Resolution # 107 12 29/ 2021

8. New Business -

- a. Infestation Control Inc. Proposal/contract/service plan:

-Upon motion duly made, the Board agreed,

To approve the Infestation Control Inc. proposal/contract/Service plan with special attention areas/pest for rats & mice in buildings 88,89,90,91,92,93, &94 (Beaverbrook Ct & Elkridge Way).

Resolution # 108 12/29/ 2021

- b. Discussion/approval: replace carpet in elevator #88 with tiles precedent #89:

-Upon motion duly made, the Board agreed,

To approve to replace the elevator carpet in building 88 with tiles.

Resolution # 109 12/29/ 2021

- c. PPD Dryer Vent Cleaning Proposal:

-Upon motion duly made, the Board agreed,

To approve the PPD Dryer Vent cleaning proposal for (\$85.00/Unit)180 units (\$15,300.00).

Resolution # 110 12/29/ 2021

d. PPD Maintenance 2022 Proposal:

-Upon motion duly made, the Board agreed,

To approve the PPD Maintenance 2022 proposal for HVAC/Plumbing/Electric in the amount of \$32,237.37.

Resolution # 111 12/29/ 2021

e. Confirm Gross Mendelsohn Audit Services Proposal \$4,250.00.

-Upon motion duly made, the Board agreed,

To approve the Gross Mendelsohn Audit Services Proposal for \$4,250.00

Resolution # 112 12/29/ 2021

f. Rats in Building #93- The Board approved the Infestation Control annual proposal to treat rats/mice in all seven buildings.

g. Review Bldg. #91 condo fee Policy:

-Upon motion duly made, the Board agreed,

To authorize the Treasurer with the accounting department assistance to mail out a monthly detail statement about condo fee with a cover letter to all unit owners of building 91 on the Delinquent Report.

Resolution # 113 12/29/ 2021

9. Correspondence- no updates currently.
10. Leisure World Board of Directors and Advisory Committee Report- No report currently.
11. Building Representatives: No report currently.
12. Monthly Meeting Date: January 26, at 1:00pm
13. Adjournment – 4:25p.m.

Rita M. Mastrococco, Secretary

Mutual 19B - January 26, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 12/1/21	\$ 34,369.93
Total Receipts - December	108,070.11
Total Disbursements - December	<u>(132,465.27)</u>
Balance - 12/31/21	\$ 9,974.77

Net Operating Expenses

Year To Date - 12/31/21	\$ (55,081)	Over Budget
Month of December - 2021	\$ (16,554)	Over Budget

<u>Cash Investments</u>	<u>12/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,841,362.11	\$1,691,183
Maintenance Reserve	226,827.19	202,073
Insurance Deductible Reserve	27,794.89	22,691
Other	<u>67,192.20</u>	<u>170,941</u>
Total	\$2,163,176.39	\$2,086,888

Delinquent Report (as of January 16, 2022)

- 10 accounts (not from Bldg. #91) have charges of \$7,243.54.
 - \$2,339.54 of the \$7,243.54 are for three insurance claims.
 - \$2,630.00 of the \$7,243.54 are current charges from 12 accounts.
 - \$2,274 left, \$690 from 3 > 30 days, \$543 from 3 > 60, \$1,041 from 2 > 90)
 - There are 11 accounts from Bldg. #91 totaling \$47,294.00.
 - 1 account (Bldg. #89) owes \$17,945.00 - from 10/1/19, DOD 9/21/21
 - 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 = \$73,908.94

<u>Reserve Expenditures - YTD 12/31/21</u>	<u>To Reserves YTD 12/31/21</u>
Replacement Reserve	
\$ 47,367	
Maintenance Reserve	
40,412	
Insurance/Legal	
<u>0</u>	
Total	
\$ 87,779	\$276,189

12/01/2021
12:11 PM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
9,744	11,423	1,679	119,233	142,790	23,557
32,772	32,951	179	295,034	315,821	20,787
0	163	163	0	2,000	2,000
0	663	663	17,588	8,000	(9,588)
0	826	826	17,588	10,000	(7,588)
61,469	47,724	(13,745)	546,373	497,457	(48,916)
0	0	0	3,515	0	(3,515)
6,546	0	(6,546)	6,546	0	(6,546)
0	0	0	29,784	0	(29,784)
0	0	0	1,386	0	(1,386)
0	0	0	3,736	0	(3,736)
0	0	0	2,400	0	(2,400)
0	0	0	1,580	0	(1,580)
313	0	(313)	3,778	0	(3,778)
0	0	0	323	0	(323)
941	0	(941)	10,695	0	(10,695)
0	0	0	298	0	(298)
1,200	0	(1,200)	4,195	0	(4,195)
0	0	0	4,298	0	(4,298)
2,024	0	(2,024)	12,759	0	(12,759)
0	0	0	595	0	(595)
47	0	(47)	272	0	(272)
0	0	0	120	0	(120)
0	0	0	1,207	0	(1,207)
47	0	(47)	292	0	(292)
11,117	0	(11,117)	87,779	0	(87,779)
8,977	7,527	(1,450)	93,138	90,291	(2,847)
2,227	2,846	619	29,242	34,196	4,954
1,855	2,355	500	26,607	28,249	1,642
0	(52)	(52)	1,243	(580)	(1,823)
148	123	(25)	1,800	1,487	(313)
0	(50)	(50)	(297)	(655)	(358)
891	323	(568)	5,715	3,931	(1,784)
99 Water	6303				
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					
01 Activities	6401				
Bad Debt	6403				
TOTAL OTHER EXPENSES					
TOTAL OPERATING EXPENSES					
RESERVE EXPENSES					
01 RR Concrete	6900				
06 RR Elevator	6900				
12 RR Plumbing	6900				
15 RR Roofs	6900				
35 RR Doors	6900				
53 RR Reserve Study	6900				
01 MR Roofs	6900				
03 MR Electrical	6900				
04 MR Drainage	6900				
05 MR Plumbing	6900				
08 MR HVAC	6900				
09 MR Gutters	6900				
10 MR Other	6900				
12 MR Building Maint	6900				
14 MR Painting	6900				
20 MR Dryer Vents	6900				
21 MR Elevators	6900				
23 MR Repair Wall Crack	6900				
24 MR Doors & Windows	6900				
TOTAL RESERVE EXPENSES					
COMMUNITY FACILITIES					
10 Administration	7100				
20 Education & Recreation	7100				
21 Club House II	7100				
22 LW News	7100				
25 Food Service	7100				
30 Medical Center	7100				
40 PPD Management	7100				

12/01/2021
12:11 PM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2021

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	MONTHLY ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
1,604	1,594	(10)	7100	7100	(10)	19,127	19,127	0
1,930	1,835	(95)	7100	7100	(95)	21,597	22,075	478
12,060	12,668	608	7100	7100	608	148,547	152,082	3,535
1,039	1,097	58	7100	7100	58	13,062	13,230	168
5,752	5,108	(644)	7100	7100	(644)	61,527	61,362	(165)
445	543	98	7100	7100	98	6,680	6,527	(153)
445	1,039	594	7100	7100	594	6,197	12,424	6,227
223	225	2	7100	7100	2	2,208	2,722	514
26	31	5	7100	7100	5	312	328	16
205	185	(20)	7100	7100	(20)	2,218	2,218	0
3,767	3,757	(10)	7100	7100	(10)	45,083	45,083	0
845	865	20	7100	7100	20	10,382	10,382	0
1,273	1,283	10	7100	7100	10	15,397	15,397	0
0	263	263	7100	7100	263	0	3,150	3,150
43,712	43,565	(147)				509,786	523,026	13,240
TOTAL COMMUNITY FACILITIES								
MUTUAL OPERATING								
6,511	5,203	(1,308)	7600	7600	(1,308)	67,390	62,480	(4,910)
4,940	4,948	8	7600	7600	8	59,280	59,398	118
0	0	0	7600	7600	0	297	0	(297)
223	194	(29)	7600	7600	(29)	2,152	2,394	242
4,250	4,163	(87)	7600	7600	(87)	51,000	50,000	(1,000)
148	118	(30)	7600	7600	(30)	1,280	1,361	81
0	0	0	7600	7600	0	(334)	0	334
0	0	0	7600	7600	0	0	0	0
0	0	0	7600	7600	0	(37)	0	37
0	0	0	7600	7600	0	(74)	0	74
0	0	0	7600	7600	0	0	0	0
0	97	97	7600	7600	97	0	1,109	1,109
16,072	14,723	(1,349)				180,954	176,742	(4,212)
TOTAL MUTUAL OPERATING								
132,371	106,012	(26,359)				1,324,892	1,197,225	(127,667)
(23,429)	(6,875)	(16,554)				(62,607)	(7,526)	(55,081)
INCOME/DEFICIT								

MUTUAL 19B
CASH INVESTMENTS
December 31, 2021

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							9,974.77	9,974.77
MONEY MARKET									
	JOHN MARSHALL BANK	0.50%						10,115.34	10,115.34
	AXOS BANK	0.05%						40,056.92	40,056.92
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.50%			32,537.01	72,755.52	4,320.23		77,075.75
	AXOS BANK	0.05%			19,287.82	5,877.91	5,973.93		44,388.85
	PACIFIC NATIONAL BANK	0.55%				151,075.43	17,500.73		187,863.98
CERTIFICATES OF DEPOSIT									
100042	PRIMIS BANK	0.50%	155,660.64	03/24/2022					155,660.64
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					108,679.44
100037	BANK OZK	0.99%	155,357.73	07/17/2022					157,557.22
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022					95,000.00
100033	CONGRESSIONAL BANK	0.35%	105,668.10	10/18/2022					108,889.72
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					55,327.02
100035	CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					112,555.58
100039	CAPITAL BANK	0.35%	151,284.98	10/05/2023					151,284.98
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041	PARAMOUNT BANK	0.75%	165,177.88	01/21/2023					166,709.57
100044	PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,000.00
100045	CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
100014	FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024					154,728.44
						(4,163.50)	(2,881.67)	7,045.17	
DUE TO FROM:									
						0.00			
TOTAL					1,841,362.11	226,827.19	27,794.89	67,192.20	2,163,176.39

January 2022

January 11, 2022



Community Report

Community Financials

Financial statements for the period ending December 31, 2021, will be published the week of 1/17/2022.

As of November 30, 2021, year-to-date, net operating expenses were \$212,000 under budget.

Property Transfers

In the month of December, there were 34 property transfers, which totaled \$172,500 in transfer fees.

In 2021, there were a total of 448 property transfers, which totaled \$2,075,700 in transfer fees.

Update: Gate Access Project

The new RFID readers and appropriate settings have been installed at all 3 of our gates. Transition to testing among the larger beta test group (approximately 120 residents) is anticipated to begin with RFID installations throughout January. Unfortunately, COVID infections are playing a role in the availability of staff to install the RFID on vehicles; however, all of the beta testers will be contacted via email to schedule RFID installation. The RFID will be installed with tape, tested to ensure the location is appropriate prior to be permanently affixed.

Insurance Reserve Consideration

The General Manager is preparing to discuss the commencement of an insurance reserve fund which would be utilized to subsidize deductible payments for Mutuals upon request. The up to \$50,000 deductible has the potential to cause financial strain on Mutuals and this fund could provide the cushion necessary to lighten the load. Utilizing a portion of the PPP funds received in May 2020 to fund the initial contribution is a topic of discussion. Please note, as of November 30, 2021, the available balance of PPP funds is \$2,552,775.00.

Upcoming Office Closures:

- **January**
17— MLK
Holiday
- **February**
21—
President's
Day

HR Corner

In the month of December, there were 1 new hire and 4 terminations.

LWMC has the following open positions:

- Assistant
Director, HR
(HR)
- Maintenance
Technician
- Property
Manager
(20B)
- Sanitation
Driver (PPD)
- Chief
Financial
Officer
- Graphic
Designer
- Evening
Maintenance
Technician
- Security
Guard

Trust Replacement Reserve Study

Facility data information provided for DMA review including construction drawings, quantity counts, equipment lists, etc. DMA site visits to be scheduled and completed over the next two weeks – weather dependent.

Civil Engineering Services Contract Report

Stantec to provide SWM evaluation survey proposal for comparison with O'Connell & Lawrence proposal with results to supplement DMA Reserve Study. Gleneagles Drive culvert condition evaluation and replacement cost estimate has been completed by O&L.

Project Status Updates

Clubhouse I Status Report

Recent seasonal weather has impacted progress on footings and foundations. The site must dry out before excavation begins. Submittals and progress meetings are on schedule.

Admin Building – Construction Cost Update

Permits require additional consultant work and submittals for County approval on Stormwater Management, Sediment Control, Floodplain Report, and Site Lighting. Utility agreements and easements need to be finalized and recorded.