



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 – Nov 29, 2023, Board Meeting Minutes (Attached)----- 1-4**
4. **Unit Owners and Residents Open Forum-**
5. **Treasurer’s Report----**
 - a. **Invoice Approval – (Attached)-----5-22**
 - b. **CD Resolution-----**
6. **Management Report-**
 - a. **Community Report-(Attached)-----23-24**
 - b. **Proposals: McFall and Berry-# L24020AA-(Attached)----25**
 - : **Miller Dodson– (Attached)----26-34**
 - : **DMA Reserves- (Attached)----35-55**
 - : **PPD-Sump Pump replacement in B.92 under elevator-(attached)---56**
 - c. **Ratify AWM Res #95, 96, 97-(Attached)---57-59**
 - d. **ABM-94-3B-(Attached)-----60-71**
7. **Old Business**
 - a. **Submeter project - updates and reports from the committee**
 - b. **Amicus Elevator reinspection and new inspections**
 - c. **Roof Replacement- recommended by Bob Brunelle - Bldg. 89 + 88 (Don Bonn)**
 - d. **Vacancy on Board -**
 - e. **Smoke detector replacement update-**
 - f. **Dryer Vent cleaning dates- Fe 19-March 21, 2024**
8. **New Business –**
 - a. **Infestation Control-Renewal notice- (Attached)---72**
9. **Correspondence-92-1D-(Attached)----73-74**
10. **Leisure World Board of Directors and Advisory Committee Reports**
11. **Building Representatives-**
12. **Monthly Meeting Date – Wednesday, February 28, 2023 – 1:00 P.M.**
13. **Meeting Adjournment -**



Res.# 81-94

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, November 29, 2023, at 1:00 p.m. in the Sullivan room.

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

Director’s Absent: None

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

Visitors: In Sullivan room: Charlie Middleton, Connie Costa, Maureen McLeary, Laurie Farnsworth,

Via Zoom: Ken Sorkin, ALS Interpreters: Heather & Laura, Lynne, Clayton Lewis, Joann Grant,

- 1. Call to Order – Mr. Benefiel called the meeting to order at 1:01pm.
- 2. Approval of the Agenda – The agenda was approved, as amended.
- 3. Approval of the Regular Board Meeting Minutes – The October 25, 2023, Regular Board meeting minutes were approved as amended.
- 4. Unit Owner’s and Resident’s Open Forum –
 - Time was provided for residents/unit owners to discuss items not included on the agenda.
 - Upon motion duly made the Board agreed,
 - To approve for the President to contact the Resale Department (Keela) and request a copy of the resale packet for Mutual 19B to review.

Resolution #81 11/29/2023

- Upon motion duly made the Board agreed,
 - To request for the Board and building rep to receive notification of all move ins and outs via email by the mutual assistant.

Resolution #82 11/29/2023

- Upon motion duly made the Board agreed,
To authorize Mutual President to send a letter to the resident in 89-2H informing that moving in on the weekend without board/president pre-approval is not permitted. Approval is required ahead of time.

Resolution #83 11/29/2023

5. Treasurer's Report – – The treasurer's report was presented and was distributed for the Board review. The Board approved the treasurer's report as presented.

A. Mutual 19B 2024 Final Budget-

- Upon motion duly made the Board agreed,
To approve the Mutual 19B 2024 Final Budget and the president will write a letter to mail to all unit owners.

Resolution #84 11/29/2023

- Upon motion duly made the Board agreed,
To invite Brenda Callejas from the Accounting department to attend Mutual 19B meeting to talk about Mutual 19B 2022 Audit.

Resolution #85 11/29/2023

A. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$1,752.00	<u>McFall and Berry Invoice #223829-</u> Supply and install fall flowers into designated beds. Fall flowers installation 10/27/2023.
\$2,124.77	<u>LWMC Invoice #237183-</u> Building 90 repairs. See invoice/and email request for all details. Dated: 10/23/2023.
\$1,052.50	<u>LWMC Invoice #238585-</u> Repaired the ceiling drywall damaged caused by an old leak in the first hall at 15301 Beaverbrook Ct. between units 1C and 1H. Dated: 11/21/2023.

Resolution #86 11/29/2023

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 Dryer Duct Cleaning:

- Upon motion duly made the Board agreed,
To approve the PPD Dryer Duct Cleaning proposal dated: 11/9/2023, in the

amount of \$90.00 per unit and approval of payment upon receiving the invoices.

Resolution #87 11/29/2023

2. Welsh Roofing Company:

- Upon motion duly made the Board agreed,
To approve Welsh Roofing Company gutter and downspouts cleaning, proposal, dated 11/28/2023, in the amount of \$2,820.00, and approval of payment upon receiving the invoices.

Resolution #88 11/29/2023

- Upon motion duly made the Board agreed,
To approve Mr. Don Bonn to purchase Metal lock in gutter guard not to exceed the amount of \$50.00 and reimburse him once he provides the receipt.

Resolution #89 11/29/2023

C. Ratify AWM Res #78 and #79-

- Upon motion duly made the Board agreed,
To ratify Action Without Meeting Resolutions #78 and 79. Documents attached for board members to review again if needed.

Resolution #78 10/30/2023 and Res #79 11/8/2023

D. Insurance claim: Revised: 89-3J and Insurance claim 88-1J

- Upon motion duly made the Board agreed,
To request reimbursement from the unit owner of 89-3J in the amount of \$2,097.97.

Resolution #90 11/29/2023

- Upon motion duly made the Board agreed,
To approve payment to A&A for the insurance claim dated: 10/23/2023 in the amount of \$825.27 for 15300 Beaverbrook Ct. 88-1J for master sink overflow and to request reimbursement from the unit owner.

Resolution #91 11/29/2023

E. ABM- 93-1E Mayer and 90-3E McCleary:

- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 93-1E Mayer for replacement of kitchen cabinets, subject to receiving all three neighbors' signatures and the Property Manager's signature.

Resolution #92 11/29/2023

- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 90-3E McCleary for replacement of kitchen and laundry cabinets, subject to receiving all three neighbors' signatures and the Property Manager's signature.

Resolution #93 11/29/2023

7. Old Business –

- A. Submeter project- updates and report from the committee- Mr. Don Bonn provided updates.
 - B. Storm drain repair project-updates from Busy Ditch and McFall and Berry- Busy Ditch work is done.
 - C. Amicus Elevator reinspection and new inspections-is in progress.
8. New Business -
- A. Chemicals being applied to grass areas-The resident is satisfied with McFall and Berry explanation via email.
 - B. Roof replacement-recommended by Bob Brunelle-B.88 &89- Mr. Dunn suggested that we need to have an engineer check all the roofs.
 - C. M19B response to Letter from LWCC (Leisure World Community Corporation)
- Upon motion duly made the Board agreed unanimously,
To keep Mr. Jack Dunn as the Mutual 19-B primary representative to LWCC.

Resolution #94 11/29/2023

- D. Vacancy on Board of Directors-Directors were encouraged to seek qualified volunteers.
9. Correspondence- 91-2A/ 93-2B/ 88-2B-were included in the agenda packet for all board members to review/read.
10. Leisure World Board of Directors and Advisory Committee Reports- None
11. Building Representatives- None
12. Monthly Meeting Date: Wednesday December 27, 2023, at 1:00 pm-Cancelled
13. Meeting adjourned at: 4:33pm

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 1/29/24 and 1/18/24

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Dec 31, 2023				December	
Balance Forward	\$171,714.46			\$30,177.00	Favorable To Budget
Receipts	\$179,702.62			Year To Date	
Disbursements	<u>-\$135,806.61</u>			\$162,642.00	Favorable To Budget
Cash Balance	\$215,610.47				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 12/31/23	As of 1/1/23		Year To Date	Year To Date
Replacement Reserve	\$1,786,741.13	\$1,691,442.05		\$96,962.00	
Maintenance Reserve	\$227,380.49	\$217,561.01		\$46,933.00	
Insurance Reserve	\$891.67	\$7,041.23		\$16,501.00	
Checking/ Money Market	<u>\$209,248.50</u>	<u>\$37,356.59</u>			
Totals	\$2,224,261.79	\$1,953,400.88		\$160,396.00	\$258,075.00
<u>Delinquent Report As Of 12/16/24</u>					
	<u>Amount</u>	<u>Current</u>		<u>30 Days</u>	<u>60 Days</u>
Totals	\$16,540.56	\$6,192.88		\$2,272.28	\$2,366.00
					\$5,709.40

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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2023

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
151,323	151,323	1,815,876	1,815,876	0
5,535	1,250	48,075	15,000	33,075
30	0	540	0	540
14,932	0	14,932	0	14,932
0	0	5,624	0	5,624
10,309	0	160,396	0	160,396
(23,034)	(18,750)	(258,075)	(225,000)	(33,075)
159,095	133,823	1,787,368	1,605,876	181,492
114	101	1,208	1,208	1
2,550	0	5,100	5,100	0
7,553	15,081	140,257	177,897	37,640
825	0	825	0	(825)
280	286	3,360	3,432	72
2,025	0	8,421	0	(8,421)
540	58	2,595	700	(1,895)
13,887	15,526	161,765	188,337	26,572
2,642	2,931	27,142	35,172	8,030
1,857	1,912	22,279	22,947	668
0	167	3,025	2,000	(1,025)
0	176	5,340	2,115	(3,225)
419	333	5,251	4,000	(1,251)
0	393	446	4,716	4,270
0	250	3,971	3,000	(971)
0	833	8,548	10,000	1,452
1,752	2,000	19,717	24,000	4,283
424	313	3,542	3,750	208
7,094	9,308	99,262	111,700	12,438
2,253	6,240	35,632	52,000	16,368
0	(613)	0	(7,360)	(7,360)
23,982	32,022	209,198	266,849	57,651
0	(903)	0	(10,838)	(10,838)
8,032	12,400	115,800	155,000	39,200
2,642	2,931	27,142	35,172	8,030
1,857	1,912	22,279	22,947	668
0	167	3,025	2,000	(1,025)
0	176	5,340	2,115	(3,225)
419	333	5,251	4,000	(1,251)
0	393	446	4,716	4,270
0	250	3,971	3,000	(971)
0	833	8,548	10,000	1,452
1,752	2,000	19,717	24,000	4,283
424	313	3,542	3,750	208
7,094	9,308	99,262	111,700	12,438
2,253	6,240	35,632	52,000	16,368
0	(613)	0	(7,360)	(7,360)
23,982	32,022	209,198	266,849	57,651
0	(903)	0	(10,838)	(10,838)
8,032	12,400	115,800	155,000	39,200

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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2023

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
656	1,193	13,064	14,314	1,250
7,761	6,256	75,847	75,071	(776)
319	687	8,444	8,240	(204)
1,321	1,407	13,422	16,884	3,462
118	523	3,465	6,275	2,810
30	27	365	328	(37)
309	309	3,704	3,704	0
3,942	3,942	47,300	47,300	0
695	695	8,341	8,341	0
1,392	1,390	16,708	16,683	(25)
57,269	49,824	597,102	597,870	768
TOTAL COMMUNITY FACILITIES				
13,036	9,884	118,889	118,602	(287)
5,026	5,026	60,313	60,313	0
346	0	6,802	0	(6,802)
(6,655)	0	(120)	0	120
5,053	5,077	60,630	60,923	293
127	171	2,619	2,053	(566)
187	0	(1,163)	0	1,163
(562)	0	(7,759)	0	7,759
173	0	(967)	0	967
505	0	5,960	0	(5,960)
(1,008)	0	(2,607)	0	2,607
16,227	20,158	242,596	241,891	(705)
TOTAL MUTUAL OPERATING				
139,890	144,796	1,624,299	1,605,449	(18,850)
19,204	(10,973)	163,069	427	162,642
INCOME/DEFICIT				

MUTUAL 19B
CASH INVESTMENTS
December 31, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							215,610.47	215,610.47
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.31%	66,938.34		66,938.34	38,545.80	837.44		106,321.58
	PACIFIC NATIONAL BANK	4.00%	57,826.39		57,826.39	191,056.05	54.23		248,936.67
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	59,203.97				59,203.97
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
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
	DUE TO FROM:				8,583.33	(2,221.36)	0.00	(6,361.97)	
TOTAL					1,786,741.13	227,380.49	891.67	209,248.50	2,224,261.79

Current Staff Priorities

- Jenark
- Phone system status
- Waiting on state grant funding for Culvert
- Waiting on transportation grant funding
- Year-end closing
- Coupon payment books
- Weichert lease extension

Project Status Updates

Administration Building

- Utility service connections into the building are in progress. Loading dock fencing is completed with access gates to be installed soon. Additional landscape islands and sidewalk construction at the north end of the parking area will begin when weather permits.
- Stormwater structures, dry pond soil grading, and underground pipe installations continue at the north and east site areas.
- The building structure is complete. Roof systems are installed and weather-tight. Windows are installed on all elevation walls. Lobby entry storefronts and curtain wall frames are installed on both floor levels.
- Plumbing and electrical provisions within interior walls are completed on both floor levels. Drywall is installed and is being finished on the lower level and in progress on the upper level.
- Interior furniture and signage design is now completed and the purchase order for fabrication in progress with delivery scheduled for this Summer.

Gleneagles Drive Culvert Replacement

- Work began on Dec. 11 and will continue through February, allowing for weather conditions. Road/sidewalk closure and detour signage are in place.
- Pedestrian sidewalk and roadway surface completion will allow for reopening in March.
- Culvert repair on South Leisure World Boulevard will follow.

Security

- The Security Dept. has trained property managers and mutual assistants to use DwellingLIVE, the digital platform that enables residents to sign up guests and visitors.
- Resident ID cards have been ordered and are expected to arrive in February. Each card will include a photo of the resident.
- Except for a new hire, all Special Police Officers are trained and commissioned at this time.

Transportation

- All shuttle buses are in service – the Red, Green and Blue lines.
- The “outside” shuttle bus to Olney, Aspen Hill and Layhill runs every Wednesday in addition to the three regular routes.

- A new contract for the Inter-Faith Chapel and Our Lady of Grace Church and their use of buses will be created by the Security and Transportation director and general counsel.
- Leisure World was awarded \$418,000 from the Metropolitan Washington Council of Governments for the purchase of three new wheelchair-accessible buses and their maintenance.

Physical Properties

In December 2023:

- Number of calls 2,658 (Nov. 2023: 3,184)
- Labor and material revenue \$253,970 (Nov. 2022: \$181,514)
- Labor and material revenue YTD \$4,002,071 (YTD 2022: \$3,858,424)
- Service contracts YTD Currently selling service contracts
- Work orders 977 (Dec. 2022: 954)
- Work orders YTD 15,720 (YTD 2022: 14,703)
- New contracts for Willson LLC \$221,252, with 17 appointments
- Open positions 4 (2 plumbers, 2 HVAC)

In November 2023:

- Number of calls 3,184 (Oct. 2023: 3,323)
- Labor and material revenue \$317,198 (Nov. 2022: \$317,021)
- Labor and material revenue YTD \$3,748,102 (YTD 2022: \$3,676,910)
- Work orders 1,123 (Nov. 2022: \$1,197)
- Work orders YTD 14,743 (YTD 2022: 14,954)
- New contracts for Willson LLC \$233,238, with 27 appointments

Upcoming Events

- Sunday, Jan. 28, at 2pm, CH2 Musical Plumer Family
- Saturday, Feb. 3, at 2pm, CH2 KanKouran Dance
- Sunday, Feb. 11, from 5:30-9:30pm, CHI Super Bowl Watch Party
- Tuesday, Feb. 13, at 7pm, CHI Mardi Gras Celebration
- Wednesday, Feb. 14, at 7pm, CH2 Jazz Vocalist

HR Corner

New Hires in Nov.-Dec. 2023:

- | | | |
|---------------------|-------------------------|-------------------------|
| • Singh, Tashina | Accounting Specialist | Accounting |
| • Velasquez, Kevin | Sanitation Helper | Sanitation |
| • Orosco, Nora | Postal Clerk | Post Office |
| • Calvetti, Victor | Shuttle Bus Driver | Transportation Services |
| • Brown Jr, Antwane | Gate Guard | Security |
| • Stevens, Nicholas | Gate Guard | Security |
| • McPhillips, Randy | Insurance Administrator | Insurance |
| • Yanez, Romina | HR Generalist | Human Resources |

Terminations in Nov.-Dec. 2023:

- | | | |
|-------------------|---------------------|----------------|
| • Zhu, Joanne | Property Accountant | Accounting |
| • Jensen, Barbara | Property Manager | Mutual 20A |
| • Suran, Simon | CFO | Administration |