



**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 – January 25, 2022, Board Meeting Minutes (Attachment)-3-6
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report- (Attachment)-----7
  - a. Invoice Approval -none
7. Unfinished Business –
  - a. Building 91 updates, crack in drywall in hallway
  - b. Bylaw amendments- follow-up-
  - c. ABM-Santana- Pending from Last meeting- (Attached)-----8-12
  - d. ABM- Blaik – (Attachment)-----13-15
  - e. PPD Maintenance Agreement for 2023 [attachment]----16
  - f. Progress report on efforts to remove root ball from storm drain
8. New Business –
  - a. Policy Change on the Who Pays documents for storage cage doors.
  - b. Annual Meeting; Call for Candidates; Candidates applications
  - c. Building 90 requests for rubber mat replacement, exterior light
  - d. Bldg. #89 request to upgrade their elevator.
  - e. Storage Locker - (Attachment)--- 17-18
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, March 29, 2023 – 1:00 P.M.
13. Meeting Adjournment:



**Res. 102-110**

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

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco (via zoom), Secretary; Director; Clayton Lewis (via zoom), Director

Directors Absent: John Barr, Director; Regina Goldsborough, Director

Management: Bob Brunelle, Senior Property Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charlie Middleton, Jane Gervais, Donald Bonn, Melinda Kelly, Somsmai Meines, Sigrid Nadeau, and Maureen McCleary

**Via Zoom:** Dennis Hawkins, Laurie Farnsworth, JoAnn Grant, Arsenetta Hawthorne, Lynne Margolies, Barbara Drimmer

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 – The community report was included in the board packet for their review. Mr. Brunelle presented himself and his work plan to the Board and addressed all questions asked and informed the board that he was going to follow up with an email listing the items he mentioned.
4. Approval of December 28, 2022, Regular Board Meeting Minutes – December 28, 2022, regular Board meeting minutes were approved as presented.
5. Unit Owner's and Resident's Open Forum –
  - Ms. Sigrid Nadeau expressed concern about personal items disappearing lately in her building and asked if a surveillance camera can be installed in front of the elevator. Mr. Brunelle and Mr. Shields will look into getting a proposal.
  - Ms. Sigrid Nadeau asked about window washing, and Mr. Benefiel informed her that is on the schedule for later this year.

-Ms. Laurie Farnsworth asked Mr. Brunelle if he will be checking for lights out during his community visits/inspections, he responded that it can be included.

-Mr. Bonn asked Mr. Brunelle if the building reps could go with him for the community visits to their building. Mr. Brunelle said if there is anything that he sees that needs to be addressed he will note it and send a report to the board.

-Ms. Maureen McCleary asked whether the cost for maintenance and repair of a warped storage locker door would be a Mutual responsibility or owner's responsibility. Mr. Benefiel said that if it is just for one unit owner, the unit owner is responsible for fixing it.

-Ms. Rita Mastrorocco said that whoever damaged the storage door should pay for it.

-Mr. Charlie Middleton expressed that building 91 unit owner are still waiting on Minkoff for the walk through. Mr. Benefiel informed him the Minkoff asked for individual unit owner to contact them directly for the walk through.

- Upon motion duly made, the Board agreed,

To inform the Realtor that the board decided that replacing the storage door is the unit owner responsibility not the Mutual responsibility. Board voting: 4 yes, 1 no

**Resolution #102 1/25/2023**

6. Treasurer's Report – The Accounting Department has not provided a financial report for January 2023 in time for the treasurer to prepare a financial report and present it to the board at this meeting.

a. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR   INVOICE #   DESCRIPTION
\$3,390.48	<b><u>Department of Permitting Services; Fire Code Compliance permit # invoice</u></b> Dated: 1/9/2023 for 15210, 15201, 15211, 15300, 15310, 15311, 15301. <b><u>Resolution # 103 1/25/2023</u></b>
\$1,621.00	<b><u>Dynalectric Invoice # 45797</u></b> – Annual fire extinguisher inspection of all 7 buildings. Dated: 1/5/2023. <b><u>Resolution #104 1/25/2023</u></b>
\$4,580.00	<b><u>Schindler Elevator Corporation Invoice #7401573649</u></b> - Elevator installation at 15311 Beaverbrook Ct, lobby lights. Dated: 12/30/2022.

	<b><u>Resolution #105 1/25/2023</u></b>
<b>\$3,360.00</b>	<b><u>USI Insurance Services LLC Invoice #4431215</u></b> - Travelers casualty & Surety Co. of Amer policy No. 105634437 renewal 1-1-2023-1/1/2024 Dated: 12/27/2022  <b><u>Resolution #106 1/25/2023</u></b>

b. Investment Activity Approval-

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting staff to purchase a T-Note or CD with the Entire proceeds of the Sandy Spring Bank CD that matures on February 10, 2023, plus any interest earned at the best available rate for 12 months.

**Resolution #107 1/25/2023**

7. -Unfinished Business –

- A. Building 91 updates, false alarms, defective heat sensors, Minkoff, more.
- B. Bylaw amendments voting follow-up- three of the bylaw proposed passed, Mr. Gervais will check with the attorney to find out what is the next step.
- C. Updates on the storm water drains between buildings 90 & 91- The board is still waiting for an update.
- D. New Year's party report- Ms. Maureen McCleary provided a report for all board members to review.
- E. Dynaletric proposal-

-Upon motion duly made, the Board agreed,

To approve the Dynaletric proposal in the amount of \$9,904.00 to provide the labor and equipment to perform the Fire Alarm testing in accordance with the following: Annual Fire Alarm test including sprinkler flow and temper switch test, quarterly sprinkler flow and temper switch test. Three quarterly sprinkler flow temper tests per year beginning January 1, 2022, through December 31, 2024.

**Resolution #108 1/25/2023**

- f. ABM- Santana- 15311-unit 1E- pending approval for next board meeting (required document and neighbors signature pending).-Mutual assistant will contact unit owner and inform her.

k. E-rating update: Mr. Dunn met today with 5-unit owners (John Gervais, Don Bonn, Arsenetta Hawthorn, and Laurie Farnsworth) from M19B for discussion about E-rating. There are still lots of facts to gather, they are thinking about having another meeting.

8. New Business –

- a. Fire Code Compliance (FCC) Inspections- Mr. Polimeni provided Mutual Assistant with the list of FCC permit numbers and updated the system to contact mutual assistant whenever information is needed. Mutual Assistant called the Permit Technicians Directly and requested one invoice for all 7 buildings.
- b. PPD proposal for smoke detector replacement in 180 units at \$47 per unit.

-Upon motion duly made, the Board agreed, /

To approve the PPD proposal dated 1/18/2023 to replace one hard -wired smoke detector in each unit (180 units/ \$47.00 per unit) with brk9120B hard-wired smoke detector with battery back-up.

**Resolution #109 1/25/2023**

- c. PPD Maintenance Agreement for 2023- Pending for next meeting.
- d. Annual Meeting; Call for Candidates; Candidates applications  
The annual meeting will take place May 3, 2023, at 2PM. Call for Candidates letter is scheduled to go out February 17, 2023, Candidates application deadline is March 17, 2023. The terms of Ms. Rita Mastrorocco, Ms. Regina Goldsborough and Mr. John Barr will expire.
- e. ABM- Meines- 15300 Beaverbrook Ct. unit 1D for window and door.

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Meines at 15300 Beaverbrook Ct. Unit 1D for Blaine window and door.

**Resolution #110 1/25/2023**

- 9. Correspondence- None
- 10. Leisure World Board of Directors and Advisory Committee Reports-
- 11. Building Representatives: none
- 12. Monthly Meeting Date: Wednesday February 22, 2023, at 1:00pm
- 13. Meeting adjourned at 3:39 PM.

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Rita M. Mastrorocco, Secretary

Mutual 19B - February 24, 2023 Updated Report

Treasurer's Report  
UNAUDITED

Balance Forward - 12/1/22	\$ 163,542.07
Total Receipts - December	157,894.65
Total Disbursements - December	<u>(293,021.06)</u>
Balance - 12/31/22	\$ 28,415.66

Net Operating Expenses

YTD - 12/31/22 - Was \$ 77,454, Now \$93,879	Unfavorable To Budget
December 2022 - Was \$ 42,555, Now \$58,823	Unfavorable To Budget

<u>Cash Investments</u>	<u>12/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,692,732.27	\$1,841,362
Maintenance Reserve	217,561.01	226,827
Insurance Deductible Reserve	7,041.23	27,795
Other	<u>36,066.37</u>	<u>67,192</u>
Total	\$1,953,400.88	\$2,163,176

Delinquent Report - No report received for January or February 2023.

Note: UTB = Unfavorable To Budget

- Community Facilities was \$5,516 UTB now is \$12,716 UTB
- Mutual Operating was \$6,935 UTB now is \$16,004 UTB

<u>Reserve Expenditures - YTD 12/31/22</u>	<u>To Reserves YTD 12/31/22</u>
Replacement Reserve	\$ 307,029
Maintenance Reserve	78,978
Insurance/Legal	<u>30,929</u>
Total	\$ 416,936
	\$238,409

02/22/2023  
4:20 PM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
12/31/2022

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
129,819	129,819	1,557,828	1,557,828	0	1,557,828	0
2,635	473	19,573	5,665	13,908	5,665	13,908
60	0	945	0	945	0	945
(11,316)	0	0	0	0	0	0
45,004	0	416,936	0	416,936	0	416,936
(20,876)	(18,456)	(238,409)	(221,450)	(16,959)	(221,450)	(16,959)
145,327	111,836	1,756,873	1,342,043	414,830	1,342,043	414,830
<b>INCOME</b>						
	5110					
Assessments	5110					
Interest Income	5111					
Late Fees	5114					
Other Income	5115					
Transfers From Funded Reserve	5200					
Transfers To Funded Reserves	5800					
<b>TOTAL INCOME</b>						
<b>ADMINISTRATIVE EXPENSES</b>						
	6110					
Bank Fees	6110	19	0	(19)	0	(19)
Common Ownership Fee	6112	1,050	1,050	0	1,050	0
Audit	6115	4,250	4,250	0	4,250	0
01 Insurance Property	6118	160,325	149,341	(10,984)	149,341	(10,984)
02 Insurance Deductible	6118	726	0	(726)	0	(726)
03 Insurance Fidelity	6118	3,433	3,300	(133)	3,300	(133)
01 Legal Consulting	6119	300	0	(300)	0	(300)
02 Legal Lien Filings	6119	857	0	(857)	0	(857)
Property Mgmt Services	6120	6,240	11,201	4,961	11,201	4,961
Miscellaneous	6125	2,977	0	(2,977)	0	(2,977)
Interpreter	6138	700	2,500	1,800	2,500	1,800
<b>TOTAL ADMINISTRATIVE EXPENSES</b>						
18,091	13,953	180,877	171,642	(9,235)	171,642	(9,235)
<b>BUILDING EXPENSES</b>						
06 General Maintenance	6202	32,674	32,237	(437)	32,237	(437)
01 Elevator Contract	6204	22,117	22,285	168	22,285	168
02 Elevator Overtime	6204	8,997	2,000	(6,997)	2,000	(6,997)
03 Elevator Inspections	6204	4,743	1,330	(3,413)	1,330	(3,413)
Pest Control	6209	8,242	3,000	(5,242)	3,000	(5,242)
05 Sprinkler Contract	6211	3,318	4,000	682	4,000	682
06 Repair Sprinkler, F/A	6211	4,205	3,000	(1,205)	3,000	(1,205)
07 Fire Marshal, Permit	6211	0	400	400	400	400
10 F/A Inspections	6211	6,367	5,760	(607)	5,760	(607)
02 Grounds Landscaping	6214	28,997	14,000	(14,997)	14,000	(14,997)
Telephone	6224	3,121	2,248	(873)	2,248	(873)
<b>TOTAL BUILDING EXPENSES</b>						
12,680	7,529	122,781	90,260	(32,521)	90,260	(32,521)
<b>UTILITY EXPENSES</b>						
98 Electric Com Area	6301	45,873	33,000	(12,873)	33,000	(12,873)
96 Electric Pr Yr CA	6301	0	(8,029)	(8,029)	(8,029)	(8,029)

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**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
12/31/2022

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
34,916	18,120	(16,796)	6301	209,585	151,000	(58,585)
0	1,348	1,348	6301	0	16,231	16,231
10,100	12,144	2,044	6303	111,716	151,802	40,086
53,861	34,902	(18,959)		367,175	344,004	(23,171)
2,969	163	(2,806)	6401	2,969	2,000	(969)
667	663	(4)	6403	5,002	8,000	2,998
3,636	826	(2,810)		7,971	10,000	2,029
88,267	57,210	(31,057)		678,803	615,906	(62,897)
24,480	0	(24,480)	6900	202,546	0	(202,546)
383	0	(383)	6900	383	0	(383)
0	0	0	6900	73,922	0	(73,922)
0	0	0	6900	27,778	0	(27,778)
0	0	0	6900	2,400	0	(2,400)
7,150	0	(7,150)	6900	7,150	0	(7,150)
1,271	0	(1,271)	6900	6,411	0	(6,411)
0	0	0	6900	186	0	(186)
0	0	0	6900	14,498	0	(14,498)
159	0	(159)	6900	159	0	(159)
90	0	(90)	6900	3,373	0	(3,373)
136	0	(136)	6900	(1,110)	0	1,110
127	0	(127)	6900	13,502	0	(13,502)
0	0	0	6900	11,417	0	(11,417)
1,526	0	(1,526)	6900	13,863	0	(13,863)
866	0	(866)	6900	1,526	0	(1,526)
0	0	0	6900	2,316	0	(2,316)
8,817	0	(8,817)	6900	5,687	0	(5,687)
45,004	0	(45,004)		30,929	0	(30,929)
				416,936	0	(416,936)
11,109	8,212	(2,897)	7100	102,609	98,533	(4,076)
3,626	2,589	(1,037)	7100	31,383	31,046	(337)
960	2,402	1,442	7100	30,794	28,879	(1,915)
821	(26)	(847)	7100	597	(378)	(975)
23	202	179	7100	1,601	2,369	768



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 12/31/2022

02/22/2023  
 4:20 PM

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET		BUDGET	ACTUAL	BUDGET	
230	(11)	(241)	7100	925	(176)	(1,101)
3,363	645	(2,718)	7100	16,545	7,762	(8,783)
1,619	1,619	0	7100	19,429	19,429	0
1,761	1,856	95	7100	22,129	22,327	198
11,065	13,020	1,955	7100	151,562	156,240	4,678
1,168	1,116	(52)	7100	12,134	13,381	1,247
8,648	4,967	(3,681)	7100	69,806	59,648	(10,158)
380	557	177	7100	7,776	6,728	(1,048)
1,638	958	(680)	7100	11,124	11,441	317
(258)	207	465	7100	1,906	2,495	589
33	31	(2)	7100	336	328	(8)
309	309	0	7100	3,704	3,704	0
3,942	3,942	0	7100	47,300	47,300	0
865	865	0	7100	10,382	10,382	0
1,392	1,392	0	7100	16,708	16,708	0
0	661	661	7100	0	7,888	7,888
52,692	45,513	(7,179)		558,750	546,034	(12,716)
TOTAL COMMUNITY FACILITIES						
MUTUAL OPERATING						
7,972	5,774	(2,198)	7600	73,635	69,277	(4,358)
5,039	5,039	0	7600	60,468	60,468	0
529	0	(529)	7600	6,065	0	(6,065)
1,548	189	(1,359)	7600	7,529	2,268	(5,261)
4,250	4,250	0	7600	51,000	51,000	0
643	113	(530)	7600	1,670	1,411	(259)
910	0	(910)	7600	1,347	0	(1,347)
901	0	(901)	7600	(2,172)	0	2,172
663	0	(663)	7600	(3,564)	0	3,564
2,195	0	(2,195)	7600	7,472	0	(7,472)
19	0	(19)	7600	(249)	0	249
0	231	231	7600	0	2,772	2,772
24,669	15,596	(9,073)		203,200	187,196	(16,004)
TOTAL MUTUAL OPERATING						
210,633	118,319	(92,314)		1,857,689	1,349,136	(508,553)
(65,306)	(6,483)	(58,823)		(100,816)	(7,093)	(93,723)

MUTUAL 19B  
CASH INVESTMENTS  
December 31, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							28,415.66	28,415.66
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	JOHN MARSHALL BANK	0.60%			844.48	51,318.74	835.43		52,998.65
	PACIFIC NATIONAL BANK	1.51%			47,856.04	176,420.22	6,205.80		230,482.06
<b>CERTIFICATES OF DEPOSIT</b>									
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	56,512.30				56,512.30
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	113,689.47				113,689.47
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
<b>T-NOTES</b>									
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
	DUE TO FROM:				2,527.24	(10,177.95)		7,650.71	
<b>TOTAL</b>					<b>1,692,732.27</b>	<b>217,561.01</b>	<b>7,041.23</b>	<b>36,066.37</b>	<b>1,953,400.88</b>

# Community Report

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## Current Staff Priorities

- Completion of standard operating procedures (SOPs).
- Upgrade to LWMC phone system
- Implementation of key performance indicators for each operating department
- Auditorium sound system upgrade
- Town Hall Meeting regarding restaurant contract, March 15<sup>th</sup> @ 1pm in Ballroom

## Gate Access

Make-up days for those who missed their first opportunity to receive the RFID have been scheduled from 9:30am – 12:30pm in Clubhouse II on the following dates:

- February 15<sup>th</sup>
- February 22<sup>nd</sup>

Sign-up by emailing Ms. Hopkins at [ahopkins@lwmc.com](mailto:ahopkins@lwmc.com) or call the Security Office at 301-598-1355. Each session is limited to 80 residents, so signing up is mandatory.

## Gleneagles Drive Culvert – Stormwater Management – O’Connell and Lawrence Civil Engineer (O’C&L)

O’Connell & Lawrence, civil engineers, received Montgomery County and MDE floodplain approval in late November. A floodplain district permit was applied for in early December. The sediment control plans were resubmitted for approval by Montgomery County to address the revised construction sequence in response to discovered underground electric power lines. Proposed revisions were accepted and approved to allow permit issuance once fees are paid.

Culvert sectional precast shop drawing preparation is in process.

The culvert and roadway stability is monitored continuously by PPD staff for settlement.

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) public hearing on November 10<sup>th</sup> voted to approve LWMC's #82017012B submitted minor amendment site plan. The revised site plan was officially approved by Resolution at M-NCPPC's December 1<sup>st</sup> meeting. Stantec revised the 12 site plan amendment drawings and provided them to M-NCPPC for certification with signatures and recordings. On December 1<sup>st</sup>, Bob Kimble, general manager, signed the AIA 101 Standard Form of Agreement between the Owner and Contractor where the basis of payment is a Stipulated Sum. Warfel is in the process of providing a Schedule of Values, a timeline Critical Path Schedule, and a materials & equipment Submittal Schedule to ensure long-lead items are approved, obtained at a fair cost, and available within an adequate time frame.

Stantec Consulting and Warfel Construction are in the process of preparing site improvement and sediment control performance bond exhibits and cost estimates. Once accepted by M-NCPPC, our insurance consultant, USI, will prepare bond documents, which will allow for the release of the building permits with fee payment.

Construction/design documents remain in review for building permit approval with Montgomery County. The construction mobilization will begin in March 2023 with contractor site prep and excavation to begin in April.

## Upcoming Events

- |  |            |
|--|------------|
| • February 17 <sup>th</sup> @ 5pm-7pm - Happy Hour Dance w/ DJ Bob                       | Ballroom   |
| • February 21 <sup>st</sup> @ 7:30pm-10pm -Mardi Gras w/ Orleans Express                 | Ballroom   |
| • March 11 <sup>th</sup> @ 7pm - Music Selections by Karen Ashbrook & Paul Oorts         | Auditorium |
| • March 13 <sup>th</sup> @ 7pm- Greenbelt Band   | Ballroom   |
| • March 17 <sup>th</sup> @ 7pm-St. Patrick's Day Concert presented by Brothers Flannigan | Auditorium |

## HR Corner - New Hires in January

- |                        |                   |                           |
|------------------------|-------------------|---------------------------|
| • Best, Anthony        | Service Plumber   | Plumbing                  |
| • Jones, Stanley       | A/V Specialist    | Education & Recreation    |
| • King, Constance      | Accounting Clerk  | Accounting                |
| • Latt, Zaw            | Building Engineer | Mutual 17A Fairways South |
| • Muse, Ashley         | Receptionist      | Administration            |
| • Solano Romero, Josue | Gate Guard        | Security                  |
| • Taylor, Sheila       | Gate Guard        | Security                  |
| • Terrell, Ashiyah     | Gate Guard        | Security                  |
| • Whitt, Warren R.     | Gate Guard        | Security                  |