



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 – January 26, 2022, Board Meeting Minutes (Attachment) | 1-4 |
| 5. Unit Owners and Residents Open Forum | |
| a. Stove wiring inspection by PPD | |
| 6. Treasurer's Report | |
| a. Invoice Approvals(attachment) including Infestation Control, audit firm, more | 5-11 |
| b. CD Resolution | 12 |
| 7. Unfinished Business – | |
| a. Building 91 updates at 2:00pm – Minkoff Co. | |
| b. Building 93 rat infestation update – Infestation Control Inc. | |
| c. Fire safety code changes – Dynalectric (Jack Dunn) | |
| d. Bylaws - Prohibit Smoking | |
| 8. New Business – | |
| a. Update on Bldg. #90 Elevator: confirm Schindler Agreement add-ons (Sump Pump and Machine Room sound attenuation) | |
| b. Proposal- Exterior Concepts - gutter cleaning. | 13-16 |
| 9. Correspondence- | |
| 10. Leisure World Board of Directors and Advisory Committee Reports- | |
| 11. Building Representatives- | |
| 12. Monthly Meeting Date – Wednesday, March 30, 2022 – 1:00 P.M. | |
| 13. Meeting Adjournment at: | |



Res. 113-116

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 26, 2022, at 1:00p.m. in the Montgomery room.

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

Directors Absent: None.

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

Visitors: **In Montgomery room:** Jane Gervais; Pat Ritter; Charles Middleton; Steve Gross (Minkoff President); Mike Burris (Minkoff); Melissa Lindsey (Minkoff); Maureen McCleary; George Samara; Ginger Samara

Via Zoom: Arsenetta Hawthorne; Ken Sorkin; Bill Rowe; Virginia Austin; Mark Feldman; JoAnn Grant; Lynne Margolis; Suzanne Nabliba; Nancye Shipe; Katherine Horn; 2 interpreters- Roney and Brian; Janet Sydor; Shelly; Laura Rittenberg; Matthew; Loretta Burrows; Mary Rossi

1. Call to Order – Mr. Benefiel called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda is approved, as amended.
3. General Manager’s Report – Ms. Castillo presented the January 2022 Community Report and addressed all questions asked.
4. Approval of December 29, 2021, Regular Board Meeting Minutes – The December 29, 2021, regular Board meeting minutes was approved as presented.
5. Unit Owner’s and Resident’s Open Forum –

- Mr. Sorkin expressed concern about moving trucks blocking the handicap access sidewalk. Mr. Dunn suggested that he contact the front gate and report it and they will respond.
- Ms. Mastrorocco expressed her concern about snow blocking in the handicap parking spaces. Our contractor is required to clean handicapped spaces.
- Ms. Hawthorne requested clarification about the electricity master meter charges in her HOA fee for 2022. Mr. Dunn, our Vice President, offered to set up a zoom meeting to explain and answer any questions.
- Ms. Margolies expressed concern again about fire safety issue with improper stove wiring. Mr. Benefiel informed her that he will contact PPD and request that they inspect the stove wiring in the Beaverbrook Court buildings when they visit and inspect the dryer vents.

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:
\$2,400.00	<u>Reserve Advisors LLC Invoice # 2183743F-060279-</u> for the Reserve Study. Dated: 1/21/2022 <u>Resolution # 113, 1 /26/ 2022</u>
\$61, 913.00	<u>Schindler Elevator Corp Invoice #KHOR-C5CMK2</u> for Elevator modernization invoice application No. 1.for Building 90. Dated: 8/18/2021 <u>Resolution # 114, 1 /26/ 2022</u>

7. -Unfinished Business –

- a. 2:00 p.m. Minkoff Updates for restoration of Bldg. #91 (15210 Elkridge Way)- Ms. Lindsey, Mr. Gross and Mr. Burris provided updated information on progress of restoration on the building 91. Ms. Lindsey also provided hand-outs with detail information about insurance policy and Covid-19 and contractual deadlines within

property and casualty insurance policy (attachment). Montgomery county requires Minkoff to upgrade fire safety systems in the 12 units on the right side of Building 91, which are in short supply due to Covid-19 disruptions.

- b. Bylaws Amendment – Proposed Bylaw Amendment to prohibit Smoking - pending for February Board meeting.

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’s application scheduled for March 21, 2022
- 3. Annual meeting mailing scheduled for April 4, 2022

- b. Proposal: Elevator: Schindler Modernization; Mr. Gervais will inform Board’s decision to Schindler. The total amount of the proposal with a sump pump pit and sound attenuation panels in the machine room is \$176,894.00.

Upon motion duly made, the Board agreed,

To approved Schindler Elevator Corp proposal #KHOR-C5CMK2 in the amount of \$61,913.00 for Elevator modernization application No. 1 for Building 90.

Resolution # 115 1/26/ 2022

- c. Proposal: Dynalectric: Fire Alarm-

Upon motion duly made, the Board agreed,

To approved Dynalectric Company proposal dated July 2, 2021, in the amount of \$81,534.00 for labor and materials in accordance with the following for buildings 88-15300 Beaverbrook Ct. \$27,178.0. Building 89-15310 Beaverbrook Ct. \$27,178.00. Building 90 Beaverbrook Ct. \$27,178.00.

Resolution # 116 1/26/ 2022

- d. Proposal- Floor Max Carpet Company- The Board decided not to approve the proposal because of probable upcoming work on the elevator.

9. Correspondence-
 - a. Statement of non-discrimination-attached-The Mutual Assistant will ask management if this was adapted or not by the Leisure World Community Corporation (LWCC) Board and will report findings to Mutual 19B Secretary and President.
 - b. Email request from Mr. Howard Layer- request for waiving debt owed on his unit in Building 91 was denied by the Board. Mr. Benefiel will contact Mr. Layer to inform him about the Board's decision.
 - c. After amending the text, the Mutual 19B Board adopted by unanimous vote a "Position of Board regarding Condo Fees for Building 9"-The Board approved the document with a change to delete everything after the comma in the second bullet point -attached.
10. Leisure World Board of Directors and Advisory Committee Report- No report currently.
11. Building Representatives: No report currently.
12. Monthly Meeting Date: February 23, 2022, at 1:00pm, to include update on Bldg. 91.
13. Adjournment – 4:25p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - February 23, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 1/1/22	\$ 9,974.77
Total Receipts - January	152,048.34
Total Disbursements - January	<u>(129,732.90)</u>
Balance - 1/31/22	\$ 32,290.21

Net Operating Expenses

Year To Date - 1/31/22	\$ 3,795	Under Budget
Month of January - 2022	\$ 3,795	Under Budget

Cash Investments

	<u>1/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,854,365.55	\$1,841,362
Maintenance Reserve	229,740.21	226,827
Insurance Deductible Reserve	28,643.67	27,795
Other	<u>72,129.61</u>	<u>67,192</u>
Total	\$2,184,879.04	\$2,163,176

Delinquent Report (as of February 16, 2022)

- 15 accounts (not from Bldg. #91) have charges of \$8,031.54.
 - \$2,058.54 of the \$8,031.54 are for three insurance claims.
 - \$3,285.00 of the \$8,031.54 are current charges from 10 accounts.
 - \$2,688 left, \$576 from 3 > 30 days, \$528 from 2 > 60, \$1,584 from 3 > 90)
 - There are 11 accounts from Bldg. #91 totaling \$50,586.00.
 - 1 account (Bldg. #89) owes \$18,618.00 - 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 = \$78,661.94

Reserve Expenditures - YTD 1/31/22

Replacement Reserve	\$ 0
Maintenance Reserve	2,871
Insurance/Legal	<u>0</u>
Total	\$ 2,871

To Reserves YTD 1/31/22

\$19,637

02/16/2022
9:37 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	129,819	129,819	0
1,379	472	907	1,379	472	907
90	0	90	90	0	90
2,871	0	2,871	2,871	0	2,871
<u>(19,637)</u>	<u>(18,454)</u>	<u>(1,183)</u>	<u>(19,637)</u>	<u>(18,454)</u>	<u>(1,183)</u>
114,523	111,837	2,686	114,523	111,837	2,686
88	88	1	88	88	1
12,445	12,445	0	12,445	12,445	0
286	275	(11)	286	275	(11)
520	933	413	520	933	413
0	208	208	0	208	208
13,339	13,949	610	13,339	13,949	610
0	2,686	2,686	0	2,686	2,686
1,803	1,857	55	1,803	1,857	55
0	167	167	0	167	167
0	111	111	0	111	111
106	250	144	106	250	144
0	333	333	0	333	333
0	250	250	0	250	250
0	33	33	0	33	33
0	480	480	0	480	480
0	1,167	1,167	0	1,167	1,167
187	187	0	187	187	0
2,095	7,521	5,426	2,095	7,521	5,426
4,726	4,620	(106)	4,726	4,620	(106)
0	(669)	(669)	0	(669)	(669)
21,275	21,140	(135)	21,275	21,140	(135)
0	1,353	1,353	0	1,353	1,353
9,613	9,108	(505)	9,613	9,108	(505)
35,614	35,552	(62)	35,614	35,552	(62)
INCOME					
Assessments 5110					
Interest Income 5111					
Late Fees 5114					
Transfers From Funded Reserve 5200					
Transfers To Funded Reserves 5800					
TOTAL INCOME					
ADMINISTRATIVE EXPENSES					
Common Ownership Fee 6112					
Insurance Property 6118					
Insurance Fidelity 6118					
Property Mgmt Services 6120					
Interpreter 6138					
TOTAL ADMINISTRATIVE EXPENSES					
BUILDING EXPENSES					
General Maintenance 6202					
Elevator Contract 6204					
Elevator Overtime 6204					
Elevator Inspections 6204					
Pest Control 6209					
Sprinkler Contract 6211					
Repair Sprinkler, F/A 6211					
Fire Marshll, Permit 6211					
F/A Inspections 6211					
Grounds Landscaping 6214					
Telephone 6224					
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
Electric Com Area 6301					
Electric Pr Yr CA 6301					
Electric Master 6301					
Electric Pr Yr MM 6301					
Water 6303					
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					

02/16/2022
9:37 AM

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	6401	0	167	167
0	667	667	6403	0	667	667
0	834	834		0	834	834
51,048	57,856	6,808		51,048	57,856	6,808
182	0	(182)	6900	182	0	(182)
2,500	0	(2,500)	6900	2,500	0	(2,500)
190	0	(190)	6900	190	0	(190)
2,871	0	(2,871)		2,871	0	(2,871)
8,574	8,211	(363)	7100	8,574	8,211	(363)
2,324	2,587	263	7100	2,324	2,587	263
2,260	2,407	147	7100	2,260	2,407	147
266	(32)	(298)	7100	266	(32)	(298)
123	197	74	7100	123	197	74
37	(15)	(52)	7100	37	(15)	(52)
1,874	647	(1,227)	7100	1,874	647	(1,227)
1,620	1,620	0	7100	1,620	1,620	0
1,692	1,861	169	7100	1,692	1,861	169
12,518	13,020	502	7100	12,518	13,020	502
1,048	1,115	67	7100	1,048	1,115	67
5,830	4,971	(859)	7100	5,830	4,971	(859)
362	561	199	7100	362	561	199
998	953	(45)	7100	998	953	(45)
353	208	(145)	7100	353	208	(145)
28	27	(1)	7100	28	27	(1)
305	305	0	7100	305	305	0
3,938	3,938	0	7100	3,938	3,938	0
867	867	0	7100	867	867	0
1,396	1,396	0	7100	1,396	1,396	0
0	657	657	7100	0	657	657
46,413	45,501	(912)		46,413	45,501	(912)
6,153	5,773	(380)	7600	6,153	5,773	(380)
5,039	5,039	0	7600	5,039	5,039	0
356	0	(356)	7600	356	0	(356)

02/16/2022
9:37 AM

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Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
620	189	(431)	44 Community Services	620	189	(431)
4,250	4,250	0	50 Janitorial	4,250	4,250	0
33	118	85	52 After Hours	33	118	85
307	0	(307)	53 Electrical Maint	307	0	(307)
52	0	(52)	54 Plumbing Maint	52	0	(52)
(122)	0	122	55 Building Maint	(122)	0	122
670	0	(670)	56 HVAC	670	0	(670)
158	0	(158)	57 Appliance Maint	158	0	(158)
0	231	231	100 Salary Adjustment	0	231	231
<u>17,516</u>	<u>15,600</u>	<u>(1,916)</u>	TOTAL MUTUAL OPERATING	<u>17,516</u>	<u>15,600</u>	<u>(1,916)</u>
<u>117,848</u>	<u>118,957</u>	<u>1,109</u>	TOTAL EXPENSES	<u>117,848</u>	<u>118,957</u>	<u>1,109</u>
<u>(3,325)</u>	<u>(7,120)</u>	<u>3,795</u>	INCOME/DEFICIT	<u>(3,325)</u>	<u>(7,120)</u>	<u>3,795</u>

MUTUAL 19B
CASH INVESTMENTS
January 31, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							32,290.21	32,290.21
MONEY MARKET									
	JOHN MARSHALL BANK	0.50%						10,119.64	10,119.64
	AXOS BANK	0.05%						1,048.02	1,048.02
	PACIFIC NATIONAL BANK	0.55%						29,008.99	29,008.99
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.50%			55,001.94	72,786.42	4,322.06		77,108.48
	AXOS BANK	0.05%			2,030.87	5,878.42	5,974.45		66,854.81
	PACIFIC NATIONAL BANK	0.55%				153,867.58	18,347.16		174,245.61
CERTIFICATES OF DEPOSIT									
100042	PRIMIS BANK	0.50%	155,660.64	03/24/2022	155,660.64				155,660.64
100036	GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	108,821.42				108,821.42
100037	BANK OZK	0.99%	155,357.73	07/17/2022	157,689.83				157,689.83
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100033	CONGRESSIONAL BANK	0.35%	105,668.10	10/18/2022	108,922.10				108,922.10
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	55,426.95				55,426.95
100035	CONGRESSIONAL 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	112,651.18				112,651.18
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	166,709.57				166,709.57
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
					3,129.46	(2,792.21)	0.00	(337.25)	
DUE TO FROM:									
					1,854,365.55	229,740.21	28,643.67	72,129.61	2,184,879.04
TOTAL									



Community Report

February 8, 2022

February 8, 2022

Community Financials

For the period ending December 31, 2021, net operating expenses were \$4,400 over budget.

Year-to-date, net operating expenses were \$207,600 under budget, unaudited.

Audit preparations have commenced, and the audit reports are expected to be completed in March 2022.

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.

Trust Replacement Reserve Study

DMA site visits underway last week and this week.

Civil Engineering Services Contract Report

Gleneagles Drive culvert replacement design proposal from O'Connell & Lawrence was accepted. Field measurement survey and Pre-application meeting with USACE and MDE for joint permit review to occur next week or following. Floodplain consultant to model water flow and backwater conditions that impact the site area.

Project Status Updates

Clubhouse 1 Status Report

SWM foundation construction is in process. Excavation for the two-building additions begins with footings. Submittals and RFI's being addressed and approved. Warfel's 3rd Application and Certificate for Payment approved and in process.

Admin Building – Construction Cost Update

Montgomery County permits for Stormwater Management and Sediment Control to be submitted. Documents under MC review include Floodplain Study, WSSC Site Utility Plan, Easement and SWM easement need to be finalized before permit release. MNCPPC staff review, and performance bond requirements being prepared.

Upcoming Office Closures:

February 21, 2022 – President's Day

HR Corner

In the month of January, there were 2 new hires.

LWMC has the following open positions:

- Special Maintenance Technician, (PPD)
- Customer Service Rep. (PPD)
- Clubhouse 2 Coordinator
- Sanitation Driver (PPD)
- Administrative Assistant Mutual Services
- Administrative Assistant (M21)
- Property Manager (20B)
- Security Guard
- Chief Financial Officer
- Evening Maintenance Tech