



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, Mastrococco, Hawthorne, Bonn, Farnworth)-
2. Approval of the Agenda-
3. Approval of Minutes – January 31, 2024, Board Meeting Minutes (**Attached**)----- 1-4
4. Unit Owners and Residents Open Forum-
5. Treasurer’s Report-(**Attached**)----5
 - a. Invoice Approval – (**Attached**)-----6-10
 - b. CD resolution
6. Management Report-
 - a. Community Report-(**Attached**) -----11-12
 - b. Work requested –(**Attached**)----13
 - c.** Proposal: McFall and Berry #11955-(**Attached**)—14-15
 - d.** Ratify AWM Res#97 2/5/2024 (**Attached**)-----16
7. Old Business
 - a. Submeter project - updates and reports from the committee
 - b. Amicus Elevator reinspection and new inspections
 - c. Roof Replacement- recommended for- Bldg. 88 & 89
8. New Business –
 - a. Audit Situation-
 - b. Mutual 19B Newsletter
 - c. Rules and Regulations update
 - d. Paint touch up (Walls/brick) B.92-Rita Mastrococco
 - e. Building Rep Responsibilities / communication
 - f. Possibility of changing our Board Meetings to a different day of the week
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, March 27, 2024 – 1:00 P.M.
13. Meeting Adjournment -



Res.# 100-108

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 31, 2024, 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 (via zoom).

Director’s Absent: None

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

Visitors: In Sullivan room: Charlie Middleton, Laurie Farnsworth, Virginia Austin, Jane Gervais, Jean McCloskey for Jean Eidman,

Via Zoom: Ken Sorkin, ALS 2 Interpreters, Dennis Hawkins, Beverly Wright, 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 presented.
3. Approval of the Regular Board Meeting Minutes – The November 29, 2023, Regular Board meeting minutes were approved as presented.
4. Unit Owner’s and Resident’s Open Forum –
-Time was provided for residents/unit owners to discuss items not included on the agenda.
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. Invoices approval:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:



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INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$3,500.00	<u>ETC Invoice #23-41830</u> - Service provided includes a site visit on Dec 15, 2023, and issuance of roof evaluation report. Dated: 1-15-2024.
\$3,958.00	<u>USI Insurance Service LLC Invoice #4876739</u> - Travelers casualty & Surety Co of Amer policy No. 105634437. Renewal- Crime, policy period 1-1-2024-01-01-2025. Dated: 12/22/2023.
\$2,550.00	<u>Gross Mendelsohn Invoice #411670</u> - Final billing in connection with the audit of the financial statement and related tax return preparation for the year ended December 31, 2022. Dated: 12/29/2023.
\$2,965.62	<u>McFall and Berry Invoice #224618</u> -. B. 90 and 91-right side of b.90, supply & install 27' or ADS pipe for 2 downspouts and rear of B. 91, supply & install 91' of ADS pipe for 6 downspouts to channel water away from B. to existing drains. Dated: 11/3/2023.
\$1,190.00	<u>McFall and Berry Invoice #224343</u> - Building 91-grade and seed repair-add soil, grade, and pack thoroughly, apply seed and curlex. Dated: 11/29/2023.
\$6,367.00	<u>Dynalectric Invoice #50869</u> - Annual fire alarm test including sprinkler test. Dated: 1/2/2024.
\$1,674.96	<u>Dynalectric Invoice #49031</u> - Call for trouble alarm from Mike Benefiel, responded to site and found two active attic heat detectors. Upon further research it was found that two one-time heat detectors had gone off. Dated: 12/26/2023.
\$925.00	<u>AEC-Amicus Elevator Consultants Invoice #855</u> -15310 Beaverbrook Ct.- Reinspection for the deficiency list. Dated: 2/10/2023.
\$925.00	<u>AEC-Amicus Elevator Consultants Invoice #854</u> -15300 Beaverbrook Ct.- Reinspection for the deficiency list. Dated: 2/10/2023.
\$1,595.00	<u>AEC-Amicus Elevator Consultants Invoice #851</u> - 15211 Elkridge Way System evaluation report, issue deficiency list. Dated: 11/26/2023
\$1,595.00	<u>AEC-Amicus Elevator Consultants Invoice #852</u> - 15301 Beaverbrook Ct. System evaluation report, issue deficiency list. Dated: 11/26/2023
\$1,595.00	<u>AEC-Amicus Elevator Consultants Invoice #850</u> - 15201 Elkridge way, System evaluation report, issue deficiency list. Dated: 11/26/2023
\$1,975.00	<u>Dynalectric Invoice #50254</u> - 15301 Beaverbrook Ct. replace 1 ½ OS & Y valve and associated fitting in b. 92. Dated: 11/0/2023.
\$1,419.00	<u>Dynalectric Invoice #50765</u> - 15201 Elkridge Way performed annual fire extinguisher inspection. Report sent to customer and office with deficiency noted. Dated: 12/15/2023.
\$1,990.00	<u>Dynalectric Invoice # 50573</u> - 15201 Elkridge way replace 1 21/2" OS & Y Valve in main trash room and associated fitting. Dated: 12/7/2023.

\$21,671.10	<u>Jiffy Plumbing and Heating Invoice #0000326265-</u> Replaced 3 backflow preventors at 15301 Beaverbrook Ct, 15311 Beaverbrook Ct, and 15210 Elkridge Way. Dated: 1/18/2023.
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Resolution #100 1/31/2024

B. CD Resolution-

- 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 Paramount Bank 4.73% CD that matures on February 21, 2024, plus any interest earned at the best available rate for 36 months.

Resolution #101 1/31/2024

6. Management Report-

A. Community Report- The community report was included in the board packets for review. Ms. Sprinkle addressed all questions.

B. Proposals:

1. McFall and Berry #L24020AA

- Upon motion duly made the Board agreed,

To approve the McFall and Berry proposal #L24020AA dated 11/14/2023 in the amount of \$2,920.00 for 2024 recommendations and approval of payment upon receiving the invoices.

Resolution #102 1/31/2024

2. PPD Sump Pump replacement in B. 92 under elevator:

- Upon motion duly made the Board agreed,

To approve PPD proposal for 15301 Beaverbrook Ct. (b.92) in the amount of \$4,600.00 to replace non-working sump pump with a new oil guard sump pump with an alarm to indicate if pump is working properly.

Resolution #103 1/31/2024

C. Ratify AWM Res # 95, 96 and 97-

- Upon motion duly made the Board agreed,

To ratify Action Without Meeting Resolutions #95, 96 and 97. Documents attached for board members to review again if needed.

Resolution #95, #96 12/7/2023 and Res #97 12/11/2023

D. ABM- 94-3B Bruce:

- Upon motion duly made, the Board agreed,

To approve the ABM submitted by 94-3B Bruce for

replacement of kitchen cabinets.

Resolution #104 1/31/2024

7. Old Business –

A. Submeter project- updates and report from the committee- Mr. Don Bonn provided updates.

B. Amicus Elevator reinspection and new inspections-

C. Roof Replacement B. 88 & 89

D. Vacancy on Board-

- Upon motion duly made, the Board agreed,

To appoint Ms. Laurie Farnsworth 89-3J to fulfill Mr. Clayton Lewis

position, serving on the board as a director until the annual meeting in May 2024 when Mr. Lewis position expires.

Resolution #105 1/31/2024

E. Smoke detector replacement update- waiting on a response from PPD.

F. Dryer Vent cleaning dates: Feb 19- March 21, 2024-Flyer attached for all board members to have for their information.

8. New Business -

A. Infestation Control renewal notice-

- Upon motion duly made the Board agreed,

To approve the Infestation Control renewal notice in the amount of \$685.00 for 15210 Elkridge Way annual termite warranty.

Resolution #106 1/31/2024

9. Correspondence- 92-1D-were included in the agenda packet for all board members to review/read.

- Upon motion duly made the Board agreed,

To pay for the work done in 92-1D in the amount of \$85 and \$192, total of \$277.00 mutual assistant will investigate if the payment needs to be made to PPD or the unit owner and pay/reimburse accordingly.

Resolution #108 1/31/2024

10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn shared some valuable information with the board members and residents at the meeting.

11. Building Representatives- None

12. Monthly Meeting Date: Wednesday February 28, 2024, at 1:00 pm-

13. Meeting adjourned at:4:17 pm

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 2/22/24

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Jan 31, 2024			January		
Balance Forward	\$215,610.47		\$26,000.00	Favorable To Budget	
Receipts	\$166,426.18		Year To Date		
Disbursements	<u>-\$156,328.41</u>		\$26,000.00	Favorable To Budget	
Cash Balance	\$225,708.24				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 1/31/24	As of 1/1/24	Year To Date	Year To Date	
Replacement Reserve	\$1,784,499.29	\$1,786,741.13	\$21,671.00		
Maintenance Reserve	\$231,729.07	\$227,380.49	\$522.00		
Insurance Reserve	\$5,092.14	\$891.67	\$0.00		
Checking/ Money Market	<u>\$237,061.46</u>	<u>\$209,248.50</u>			
Totals	\$2,258,381.96	\$2,224,261.79	\$22,193.00	\$28,500.00	
			<u>Delinquent Report As Of 2/16/24</u>		
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$14,256.02	\$6,305.35	\$1,344.00	\$1,462.27	\$5,144.40

02/22/2024
10:36 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
156,237	156,237	0	156,237	156,237	0
5,540	3,206	2,334	5,540	3,206	2,334
120	0	120	120	0	120
22,193	0	22,193	22,193	0	22,193
(28,500)	(26,148)	(2,352)	(28,500)	(26,148)	(2,352)
155,590	133,295	22,295	155,590	133,295	22,295
INCOME					
	5110				
Assessments	5110				
Interest Income	5111				
Late Fees	5114				
Transfers From Funded Reserve	5200				
Transfers To Funded Reserves	5800				
TOTAL INCOME					
ADMINISTRATIVE EXPENSES					
114	114	0	114	114	0
7,553	7,553	0	7,553	7,553	0
330	294	(36)	330	294	(36)
30	0	(30)	30	0	(30)
0	125	125	0	125	125
8,026	8,086	60	8,026	8,086	60
TOTAL ADMINISTRATIVE EXPENSES					
BUILDING EXPENSES					
85	2,931	2,846	85	2,931	2,846
2,308	0	(2,308)	2,308	0	(2,308)
1,912	1,912	0	1,912	1,912	0
0	208	208	0	208	208
(2,472)	308	2,780	(2,472)	308	2,780
685	500	(185)	685	500	(185)
0	42	42	0	42	42
0	333	333	0	333	333
0	117	117	0	117	117
0	833	833	0	833	833
0	2,000	2,000	0	2,000	2,000
193	318	125	193	318	125
2,711	9,502	6,791	2,711	9,502	6,791
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
3,178	3,176	(2)	3,178	3,176	(2)
0	1,073	1,073	0	1,073	1,073
15,282	27,944	12,662	15,282	27,944	12,662
0	4,882	4,882	0	4,882	4,882
8,190	8,302	112	8,190	8,302	112
26,650	45,377	18,727	26,650	45,377	18,727
TOTAL UTILITY EXPENSES					

02/22/2024
10:36 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	0	167	167
667	667	0	667	667	0
667	834	167	667	834	167
38,054	63,799	25,746	38,054	63,799	25,746
21,671	0	(21,671)	21,671	0	(21,671)
247	0	(247)	247	0	(247)
85	0	(85)	85	0	(85)
190	0	(190)	190	0	(190)
22,193	0	(22,193)	22,193	0	(22,193)
51,431	51,431	0	51,431	51,431	0
51,431	51,431	0	51,431	51,431	0
14,680	14,833	153	14,680	14,833	153
4,963	4,963	0	4,963	4,963	0
5,527	5,527	0	5,527	5,527	0
25,170	25,323	153	25,170	25,323	153
136,848	140,553	3,705	136,848	140,553	3,705
18,742	(7,258)	26,000	18,742	(7,258)	26,000

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MUTUAL 19B
CASH INVESTMENTS
January 31, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							225,708.24	225,708.24
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%	81,867.21		81,867.21	40,310.37	5,037.73		127,215.31
	PACIFIC NATIONAL BANK	3.99%	58,018.62		58,018.62	191,693.28	54.41		249,766.31
CERTIFICATES OF DEPOSIT									
100041	PARAMOUNT BANK	4.73%	168,280.93	02/21/2024	176,243.50				176,243.50
100051	FORBRIGHT BANK	5.15%	56,716.65	03/01/2024	59,461.26				59,461.26
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:				(11,078.64)	(274.58)	0.00	11,353.22	

TOTAL 1,784,499.29 231,729.07 5,092.14 237,061.46 2,258,381.96

Current Staff Priorities

- Phone system status
- Waiting on state grant funding for Culvert project
- Waiting on transportation grant funding
- Year-end closing
- Weichert lease extension

Project Status Updates

Administration Building

- Pepco utility service transformer connection into the building is scheduled for early March. Warfel has a new source for the delayed switch gear equipment that will allow for a two-month earlier project completion.
- Additional landscape islands and sidewalk construction at the north end of the parking area will begin later in February.
- Underground stormwater structures and bio-retention dry ponds grading are in progress at the north end of the site.
- Exterior wall cladding of stone and siding is complete except for a portion of the front elevation facing the parking lot.
- Plumbing and electrical installations passed inspection thus allowing for drywall closure and finishing. Ceiling system installation to follow.
- Interior furniture and signage design is complete with delivery and installation scheduled for the end of May.

Gleneagles Drive Culvert Replacement

- Dual culvert drainage pipes were installed in early January. Road surface base is completed.
- The concrete formed head walls at each end are now complete with prior removed sidewalks and curb installations to follow with roadway reopening by the end of February.
- Seeded grass will be installed as weather conditions permit.

Security

- The Security department is fully staffed

Transportation

- Three buses are running. One is being repaired.
- Two additional grants for pedestrian safety are being explored.

Physical Properties

In January 2024:

- Number of calls 2,954 (Dec. 2023) 2,658
- Labor and material revenue \$367,563 (Jan. 2023) \$269,677
- Labor and material revenue YTD \$367,563 (YTD 2023) \$269,677
- Service contracts YTD PPD currently selling 2024 Service Contracts
- Work orders 1,035 (Jan. 2023) 1,045
- Work orders YTD 1,035 (YTD 2023) 1,045
- New contracts for Willson LLC \$294,156; 37 appointments
- Open positions 2 (1 plumber, 1 sanitation helper)

Upcoming Events

- Tuesday, Feb. 27, at 2 p.m., Clubhouse II
 - Thursday, March 7, at 2 p.m., Clubhouse II
 - Tuesday, March 12, at 7 p.m., Clubhouse II
 - Friday, March 15, at 2 p.m., Clubhouse II
 - Sunday, March 17, at 2:30 p.m., Clubhouse II
 - Tuesday, March 19, at 2 p.m., Clubhouse II
 - Friday, March 22, at 5 p.m., Clubhouse I
 - Saturday, March 23, at 7 p.m., Clubhouse II
- Local Travel Options
"Broads of Broadway"
Whim 'n Rhythm A Capella
Duo Soliste violin/piano
St. Patrick's Day Concert
Live Healthier lecture
Happy Hour with DJ Bob
Ayanna Gregory

HR Corner

New Hires in January 2024:

- Brown, Alexis Gate Guard Security
- Alston, Vicky Gate Guard Security
- Rostran, Cristian Vehicle Mechanic Vehicle Maintenance
- Hull, Stephen Shuttle Bus Driver Transportation Services