



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, Hawthorne, Bonn, Farnsworth)-
2. Approval of the Agenda-
3. Approval of Minutes – March 29, 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**
6. Management Report-
 - a. Community Report-**(Attached) -----11-12**
 - b. Work requested –**(Attached)-----13-14**
 - c. Proposal-Amicus Elevator Consultants –**(Attached)—15-22**
 - d. Proposal-Gutter Cleaning: Welsh, Halo, SM, -Comparison chart –**(Attached)--23**
 - e. Ratify AWM Res# 126 4/12/2024 –**(Attached)-24**
7. Old Business
 - a. Submeter project - updates and reports from the committee
 - b. Roof Replacement- recommended for- Bldg. 89-Comparison chart – **(Attached)--25**
 - c. Security Cameras update--
 - d. Elevator Modernization Update
 - e. Dryer Vent cleaning- update **(Attached)-26**
 - f. Rules and Regulations updates
 - g. Building Reps guideline
 - h. Update on the plans for the May 2024 issue of the Mutual 19 BEE newsletter
8. New Business
 - a. Approve Hybrid Car Connection
 - b. Adjourn open meeting of the Board, convene closed meeting of the Board to discuss private health information and vote on parking space assignment at Bldg. 88.
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Monday, May 20, 2024 – 2:00 P.M.
13. Meeting Adjournment -



Res.#120-125

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, March 27, 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), Laurie Farnsworth, Director

Director’s Absent: None

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

Visitors: In Sullivan room: Charlie Middleton, Jane Gervais, Maureen McCleary, Virginia Austin, and Jack Sprinkle

Via Zoom: Ken Sorkin, (2 ASL Interpreters: Chelsea & Holli), Dennis Hawkins.

1. Call to Order – Mr. Benefiel called the meeting to order at 1:03pm.
2. Approval of the Agenda – The agenda was approved, as amended.
3. Approval of the Regular Board Meeting Minutes – The February 28, 2024, 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: The treasurer presented the list of invoices for approval.
- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT: GL Acc #	VENDOR INVOICE # DESCRIPTION
<p style="text-align: center;">\$1,179.00</p> <p>GL Code # 620400-03</p>	<p><u>Dynalettric Invoice #52251</u>- Quarterly inspections. Dated: 3/12/2024</p>
<p style="text-align: center;">\$1047.99</p> <p>GL Code # 621100-18</p>	<p>DPS Montgomery County Department of Permitting Services Invoice Dated March 18, 2024. Renewal 2024-2025 Fire alarm system, Renewal 2024-2025 Standpipe, Renewal 2024-2025 Sprinkler local renewal for 15300 Beaverbrook Ct. 15310 Beaverbrook Ct, 15311 Beaverbrook Ct, 15210 Elkridge Way, 15301 Beaverbrook Ct, 15201 Elkridge Way, 15211 Elkridge Way. Dated: 3/18/2024.</p>

Resolution #120 3/27/2024

6. Management Report-

- A. Community Report- The community report was included in the board packets. for review. Ms. Sprinkle addressed all questions.
- B. Work requested- A spreadsheet was included in the agenda packet. For the board, listing all work required by M19B so far in Feb/March 2024 and the status of the work requested.
- C. Proposal-PPD-Storage room door B.88 & 89
 - Upon motion duly made the Board agreed,
 - To approve the PPD proposal as amended to paint all six sides of the storage room doors in the amount of \$675.00.

Resolution #121 3/27/2024

- D. Proposal-Signs by Tomorrow- Directional Signage-
 - Upon motion duly made the Board agreed,
 - To approve the Signs by Tomorrow proposal dated 3/19/2024 for directional signs in the amount of \$582.39, subject to clarifying all details of what Qty 21 is exactly.

Resolution #122 3/27/2024

- E. Ratify the following AWM Res#**117, 118** 3/5/2024 & Res# **119** 3/18/24-
 - Upon motion duly made the Board agreed,
 - To ratify the approval of Dynalettric invoice #49765 in the amount of \$1,179.00 dated 10/11/2023 for Quarterly inspection service.

Resolution #117, 3/5/2024

- Upon motion duly made the Board agreed,
 - To ratify the approval of the ABM submitted by Farnsworth/Al Habashi 15310 Beaverbrook Ct, 89-3J for new HVAC installation in the unit.

Resolution #118, 3/5/2024

- Upon motion duly made the Board agreed,
To ratify the approval of the ABM submitted by Barbara Cohn (Estate of) Luann Battersby -Executor 15300 Beaverbrook Ct, 88-2J for painting, flooring, (Luxury vinyl plank) and vanity replacements.

Resolution #119, 3/18/2024

f. Insurance claim-Mastrorocco 92-1H-

- Upon motion duly made the Board agreed,
To approve payment to LWMC for the insurance claim the amount of \$27,927.14 for pipe leak in 15301 Beaverbrook Ct. Unit 1H (92-1H).

Resolution #123 3/27/2024

- g. LW Security Policy for Towing Vehicles-the documents were included in the packet for all board members to review and keep for references.

7. Old Business –

- A. Submeter project- updates and report from the committee- Mr. Benefiel shared some vital information.
- B. Roof Replacement in B. 89- Received a proposal from Welsh Roofing and Exterior Concepts, Senior Property Manager Ms. Nancy Sprinkle is inquiring to get more detailed information.
- C. Security Cameras update-Don Bonn
- D. Elevator Modernization Update- Don Bonn
- E. Change Board Meeting Day- Don Bonn

- Upon motion duly made the Board agreed,
To approve to change the Mutual 19B monthly board meeting to the **Third Monday of the month at 2:00PM, starting in May 2024.**
Voting took place as follow: six votes in favor and one vote abstains- Rita Mastrorocco

Resolution #124 3/27/2024

8. New Business -

- A. Rules and regulations update- Don Bonn- asked all board members to review. the Rules and regulations and point out any changes needed.
- B. Building Reps Guidelines- Mr. Bonn is collecting information from all building reps and Mrs. Maureen McCleary and Ms. Virginia Austin volunteered to work on the guidelines.
- C. The 19 Bee Newsletter-Don Bonn- Various residents volunteered to help with the distribution.
- D. Clarification of Election Procedures- Mr. Benefiel explained the election procedures.
- E. ABM-88-3J Farnsworth/Al Habashi-to replace electric panel.

- Upon motion duly made the Board agreed,
To approve the ABM submitted by 15310 Beaverbrook Ct. 88-3J to replace electric panels. Subject to check with PPD electrical on safety and to schedule riser shut off with property manager in advance so owners may be notified.

Resolution #125 3/27/2024

- F. Doorbell camaras and deadbolts- Postponed for next month's board meeting.
9. Correspondence- Correspondence-93-2B(Berman)-Mutual 19B President Mr. Mike Benefiel will write a response letter to Ms. Berman 93-2B.
 10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn was not able to attend the last meeting of the Budget and Finance Advisory Committee.
 11. Building Representatives-Buildings representatives had the opportunity to share information about their individual buildings.
 12. Monthly Meeting Date: Wednesday, April 24, 2024 – 1:00 P.M.
 13. Meeting adjourned at: 4:45pm

Rita M. Mastrococco, Secretary

Treasurer Report - For Statements Received From LWMC on 4/12/24 and 4/19/24

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Mar 31, 2024			March		
Balance Forward	\$214,611.88		\$20,800	Favorable To Budget	
Receipts	\$346,012.94		Year To Date		
Disbursements	<u>-\$295,259.77</u>		\$24,411	Favorable To Budget	
Cash Balance	\$265,365.05				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 3/31/24	As of 1/1/24	Year To Date	Year To Date	
Replacement Reserve	\$1,822,616.00	\$1,786,741.13	\$21,671		
Maintenance Reserve	\$229,306.73	\$227,380.49	\$12,632		
Insurance Reserve	-\$14,431.91	\$891.67	\$27,927		
Checking/ Money Market	<u>\$200,073.67</u>	<u>\$209,248.50</u>			
Totals	\$2,237,564.49	\$2,224,261.79	\$62,230	\$84,707	
	<u>Delinquent Report As Of 4/16/24</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$16,494.67	\$5,074.00	\$2,218.00	\$1,876.00	\$7,326.67

04/12/2024
11:30 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
03/31/2024

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
0	167	167	0	501	501
667	667	0	2,001	2,001	0
34	0	(34)	34	0	(34)
701	834	133	2,035	2,502	467
31,252	51,823	20,571	151,746	175,429	23,683
0	0	0	21,671	0	(21,671)
633	0	(633)	2,083	0	(2,083)
0	0	0	1,003	0	(1,003)
4,600	0	(4,600)	4,685	0	(4,685)
3,907	0	(3,907)	4,681	0	(4,681)
180	0	(180)	180	0	(180)
27,927	0	(27,927)	27,927	0	(27,927)
37,247	0	(37,247)	62,230	0	(62,230)
51,431	51,431	0	154,293	154,293	0
51,431	51,431	0	154,293	154,293	0
14,680	14,833	153	44,041	44,499	458
4,963	4,963	0	14,890	14,889	(1)
5,527	5,527	0	16,580	16,581	1
25,170	25,323	153	75,511	75,969	458
145,101	128,577	(16,524)	443,781	405,691	(38,090)
25,518	4,718	20,800	18,605	(5,806)	24,411

MUTUAL 19B
CASH INVESTMENTS
March 31, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							265,365.05	265,365.05
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%			114,226.91	38,239.62	13,440.47		165,907.00
	PACIFIC NATIONAL BANK	3.99%			36,649.78	191,446.47	54.76		228,151.01
CERTIFICATES OF DEPOSIT									
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
100051	FORBRIGHT BANK	4.97%	56,716.65	03/01/2025	79,267.29				79,267.29
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
100056	3 Year T-Note	4.250%	78,900	3/15/2027	78,886.80				78,886.80
	DUE TO FROM:				93,597.88	(379.36)	(27,927.14)	(65,291.38)	
TOTAL					1,822,616.00	229,306.73	(14,431.91)	200,073.67	2,237,564.49

Current Staff Priorities

- Phone system status
- Waiting on state grant funding for Culvert project
- Working on transportation grant funding
- Weichert lease extension
- Hired Lifestyle Director-Kandl Robinson
- Hired CFO-Andrew Wierzbic, CPA

Project Status Updates

Administration Building

- Warfel has a new source for the delayed switch gear equipment that will allow an earlier project completion pending timely completion of utility service equipment connections.
- Additional landscape islands construction is in progress with a new sidewalk connecting LWB to the golf pro shop will follow. The three bio-retention dry ponds near the north end and behind the building are being graded, clay liner and outflow are being installed. The surrounding grade will be stabilized with sod to prevent silt erosion. New curbs will be placed along the building's front elevation along with retaining wall construction at the grade change between the upper and lower-level entrances. Landscaping to follow in late April and early May.
- The exterior wall cladding of stone and siding installation is complete and remains only at the upper-level entrance that requires interface with the steel canopy structure. Storefront doors will be installed in early May.
- HVAC roof-top equipment emergency power generator will be crane installed in early April. Heating boilers, sprinkler control valves, fire alarm systems installation work is in progress. Elevator equipment installation to begin next week. Low voltage system installations for door locks, IT data, and security cameras are in progress.
- Drywall partition wall closure and finishing is completed on the lower level and in progress on the upper level with gypsum soffits. Suspended ceiling system grids have been installed with diffuser drops and sprinkler head placements.
- Millwork and cabinetry are installed and protected on the lower level with upper level to follow.
- Interior furniture with delivery and installation scheduled for the end of May with building occupancy scheduled for early to mid-June.
- Once vacated, the existing Admin Building will have asbestos abatement, after which the building will be demolished, and the site regraded for construction of new parking.

Gleneagles Drive Culvert Replacement

- Completed
- Fencing installed for pedestrian safety, and adjacent curbs and sidewalks have been replaced and are now useable.

Security

- Two of the three Resident ID printers arrived March 15. The department received training on the operation of the software
- The two speed signs arrived, and the department received training on software operation

Transportation

- We were back to three buses running mid-March.
- Two additional grants for pedestrian safety are in the works.

Physical Properties

In February 2024:

- | | | |
|----------------------------------|------------------------------------|------------------------|
| • Number of calls | 2,503 | (Jan. 2024: 2,954) |
| • Labor and material revenue | \$318,347 | (Jan. 2024: \$367,563) |
| • Labor and material revenue YTD | \$685,910 | (YTD 2023: \$611,923) |
| • Service contracts YTD | 1,378 / \$839,703 | |
| • Work orders | 991 | (Feb. 2023: 974) |
| • Work orders YTD | 2,259 | (YTD 2023: 2,165) |
| • New contracts for Willson LLC | \$377,676; 33 appointments | |
| • Open positions | 2 (1 plumber, 1 sanitation helper) | |

Upcoming Events

- | | |
|--------------------------------------------------------------|----------------------|
| • Saturday, April 20, various times, Clubhouse II Auditorium | Jazz Fusion Weekend |
| • Saturday, May 4, from 9:30am-2pm, Clubhouse I | Flea Market |
| • Sunday, May 5, from 4-8pm, Clubhouse I | Cinco de Mayo & band |
| • Wednesday, May 8, from 1:30-4pm, Clubhouse I | Afternoon Tea |
| • Thursday, May 30, from 6:30-8:15pm, Clubhouse II | Comedy, Magic, Mind. |

Human Resources

New Hires in February 2024:

- | | | |
|--------------------|--------------------|-------------------------|
| • Campbell, Andre | Shuttle Bus Driver | Transportation Services |
| • Risal, Rahul | Property Manager | The Overlook |
| • McIntosh, Kamran | Gate Guard | Security |
| • Tindell, Brenda | Receptionist | Lifestyle |
| • Christmas, Kamin | HVAC Technician | HVAC |
| • Hipkins, John | Gate Guard | Security |
| • Brice, Jahleel | Gate Guard | Security |
| • Black, Sandra | Receptionist | Lifestyle |