



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 – March 29, 2023, Board Meeting Minutes (Attachment)----- 3-5
5. Unit Owners and Residents Open Forum-
6. Treasurer’s Report-----6
 - a. Invoice Approval –(attachment)----- 7-10
 - b. Manager Report- Mr. Brunelle---
 - c. Insurance Claim-89-3J (attachment) -----11
7. Unfinished Business –
 - a. Building 91 updates, crack in drywall in hallway
 - b. Progress report on efforts to remove root ball from storm drain.
 - c. Schindler Modernization Proposal: update
 - d. E-Rating report
 - e. Status / proposal to replace roof shingles where needed
 - f. Repainting parking lot markings
 - g. Mutual request to share disabled parking spaces
8. New Business –
 - a. Mutual 19B name change
 - b. 4th of July parade invitation-(Attachment)-----12-13
 - c. Proposal from Mc F Berry to remove dead tree from in front of Bldg. #90
 - d. Ratify AWM Res # 125 and 127------(Attachment)-----14-15
 - e. Outside window cleaning
9. Correspondence-
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, May 31, 2023 – 1:00 P.M.

***Annual Meeting will take place May 3, 2023 at 2pm in the Montgomery Room CH 1**



Res. 115-124

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

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Director; Clayton Lewis, Director; Regina Goldsborough, Director; John Barr, Director

Directors Absent: None

Management: Bob Brunelle, Senior Property Manager, Danesca Pineda and Stacey Carranza, Mutual Assistants

Visitors: **In Sullivan room:** Virginia Austin, Charlie Middleton, Jane Gervais, Donald Bonn, and Maureen McCleary

Via Zoom: Dennis Hawkins, Laurie Farnsworth, Kenneth Sorkin, Janet Lazar, Rhona Bosin, Randy Bosin, ASL interpreters: Kayla and Stacey,

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 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 informed the board that he was going to follow up with an email listing the items that he would follow up with.
4. Approval of February 22, 2023, Regular Board Meeting Minutes – February 22, 2023, regular Board meeting minutes were approved as presented.
5. Unit Owner’s and Resident’s Open Forum –
-Upon motion duly made, the Board agreed,
To approve payment for Rhona Bosin unit 88-2E for water damage caused by condensation in the amount of \$64.00.

Resolution #115 3/29/2023

- Resident expressed concern for fading concrete color in entryway. Mr. Brunelle will look into getting a proposal for topcoat painting.
- Mr. Lewis expressed concern for trash-room door not closing properly.

--Mr. Middleton expressed concern for delivery personal using handicap spaces when delivering packages.

-Mr. Sorkin expressed concern for parking painting. Mr. Dunn informed all that when weather permits, they will be inspected.

-Mr. Dunn and Mr. Lewis expressed frustration about accounting failing to provide financial reports. Mr. Brunelle offered to find out from accounting if bank statements are able to be received and reviewed.

- Mr. Bonn expressed concern for who is aware of asbestos exposure during remodeling of any tile in house. Mr. Brunelle will draft wording to include in resale packet.

6. Treasurer's Report – No report on delinquent accounts was included, due to delays in the accounting department.

A. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$4,784.00	Infestation Control account #265811- 15210 Elkridge Way sub-terr. Termite treatment. Dated: 3/13/2023. <u>Resolution #116 3/29/2023</u>
\$1,320.96	Schindler Elevator Corp. Invoice #7153540228 in 15210 Elkridge Way. Service call on building elevator, broken button due to construction and movers. Dated: 8/2/2022. <u>Resolution #117 3/29/2023</u>
\$1,006.68	Schindler Elevators Invoice # 7153523631- 15210 Elkridge Way added transformer and re wired eye ray. Dated: 6/30/2022. <u>Resolution #118 3/29/2023</u>
\$2,275.00	Dormakaba Invoice #687366- Annual maintenance billing for all 7 buildings. Dated: 2/28/2023. <u>Resolution #119 3/29/2023</u>
\$1,257.00	Dynalectric Invoice #45483- replacement of deficient batteries as noted in annual testing and inspections report. Dated: 3/20/23 <u>Resolution #120 3/29/2023</u>

B. Manager Report- Mr. Brunelle's report was included in the agenda packet for all board members to review.

-Upon motion duly made, the Board agreed,

to approve for Mr. Brunelle to follow up with ESSI as necessary and get an updated proposal for camera surveillance.

Resolution #121, 3/29/2023

7. -Unfinished Business -

- A. Building 91 updates, crack in drywall in hallway- Mr. Brunelle still investigating.
- B. Progress report on efforts to remove root ball from storm drain.
- C. Waiving the late fees for February and March 2023.

-Upon motion duly made, the Board agreed,

To authorize the accounting department to waive the late fee for residents for the months of February and March.

Resolution #122 3/29/2023

- D. Schindler elevator projects in Building 88 (15300 Beaverbrook Ct) and Building 89 (15310 Beaverbrook Ct) timing and cost-

-Upon motion duly made, the Board agreed,

To approved for Mr. Brunelle to contact a consultant to find out how much they will charge to review the Schindler Elevator proposal/contract before approval.

Resolution #123 3/29/2023

- E. Update on the LW E-Rating- Mr. Jack Dunn shared that all issues are been addressed one at a time.

8. New Business -

- A. Annual Meeting: Notice of Annual Meeting will go out April 3, 2023
- B. McFall and Berry walk-through proposal-

-Upon motion duly made, the Board agreed,

To approve the McFall & Berry proposal #7816 in the amount of \$1,344.56 for March walk through request: left side of building 88 near Leisure World Blvd. and entrance to Beaverbrook Court, Dated:

Resolution #124 3/29/2023

- C. ESSI Security Proposal- the board approved a request for Mr. Brunelle to ask the company a couple of questions and to get an updated proposal.

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports-

- 11. Building Representatives: Ms. Austin is doing a highlight for new residents and sharing with all residents in her building, just to get to know new residents.

12. Monthly Meeting Date: Wednesday April 26, 2023, at 1:00 pm

13. Meeting adjourned at 4:09PM.

Rita M. Mastrocco, Secretary

Treasurer Report - For Statements Received From LWMC on 4/21/23

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Mar. 31, 2023			March 2023		
Balance Forward	\$35,145.92		\$2,003.00	Unfavorable To Budget	
Receipts	\$160,185.57		Year To Date		
Disbursements	<u>-\$152,305.20</u>		\$14,180.00	Favorable To Budget	
Cash Balance	\$43,026.29				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 3/31/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,737,155.48	\$1,691,442.05	\$0.00		
Maintenance Reserve	\$226,425.96	\$217,561.01	\$4,384.00		
Insurance Reserve	\$9,575.50	\$7,041.23	\$0.00		
Checking/ Money Market	<u>\$33,618.24</u>	<u>\$37,356.59</u>			
Totals	\$2,006,775.18	\$1,953,400.88	\$4,384.00	\$60,207.00	
	<u>Delinquent Report As Of 3/16/23</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$19,947.28	\$7,685.02	\$4,395.55	\$2,009.07	\$5,857.84

04/21/2023
9:13 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
03/31/2023

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
151,323	151,323	453,969	453,969	0	453,969	0
2,714	1,250	7,698	3,750	1,464	3,750	3,948
816	0	4,384	0	816	0	4,384
(20,213)	(18,750)	(60,207)	(56,250)	(1,463)	(56,250)	(3,957)
134,640	133,823	405,844	401,469	817	401,469	4,375
88	101	263	299	14	299	37
0	2,550	0	2,550	2,550	2,550	2,550
14,642	14,642	43,925	43,926	0	43,926	1
286	286	858	858	0	858	0
0	0	115	0	0	0	(115)
0	58	0	178	58	178	178
15,015	17,637	45,161	47,811	2,622	47,811	2,650
0	2,931	0	8,793	2,931	8,793	8,793
1,857	1,912	5,570	5,739	55	5,739	169
0	167	0	497	167	497	497
0	176	0	531	176	531	531
374	333	793	1,003	(41)	1,003	211
0	393	0	1,179	393	1,179	1,179
0	250	(1,822)	750	250	750	2,572
0	0	3,390	0	0	0	(3,390)
0	833	1,621	2,503	833	2,503	882
0	2,000	0	6,000	2,000	6,000	6,000
187	313	561	933	126	933	372
2,417	9,308	10,113	27,928	6,891	27,928	17,815
10,655	4,160	19,037	17,680	(6,495)	17,680	(1,357)
0	(613)	0	(1,843)	(613)	(1,843)	(1,843)
26,308	21,348	96,155	90,731	(4,960)	90,731	(5,424)
0	(903)	0	(2,711)	(903)	(2,711)	(2,711)
8,912	9,300	27,663	27,900	388	27,900	237
45,875	33,292	142,855	131,757	(12,583)	131,757	(11,098)
TOTAL ADMINISTRATIVE EXPENSES						
BUILDING EXPENSES						
UTILITY EXPENSES						
TOTAL BUILDING EXPENSES						
TOTAL UTILITY EXPENSES						
OTHER EXPENSES						

04/21/2023
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Mutual Revenue And Expense Statement
03/31/2023

CURRENT PERIOD	MONTHLY	VARIANCE			YTD	YTD	VARIANCE
ACTUAL	BUDGET				ACTUAL	BUDGET	
0	167	167	6401	01 Activities	(1,168)	497	1,665
667	667	0	6403	Bad Debt	2,001	1,997	(4)
667	834	167		TOTAL OTHER EXPENSES	833	2,494	1,661
63,975	61,071	(2,904)		TOTAL OPERATING EXPENSES	198,962	209,990	11,028
177	0	(177)	6900	RESERVE EXPENSES	2,271	0	(2,271)
0	0	0	6900	03 MR Electrical	160	0	(160)
224	0	(224)	6900	04 MR Drainage	512	0	(512)
0	0	0	6900	05 MR Plumbing	173	0	(173)
7	0	(7)	6900	08 MR HVAC	727	0	(727)
409	0	(409)	6900	10 MR Other	542	0	(542)
816	0	(816)		12 MR Building Maint	4,384	0	(4,384)
				TOTAL RESERVE EXPENSES			
				COMMUNITY FACILITIES			
8,453	9,059	606	7100	10 Administration	27,011	27,181	170
3,080	3,503	423	7100	20 Education & Recreation	8,784	10,507	1,723
2,308	2,405	97	7100	21 Club House II	6,571	7,209	638
541	399	(142)	7100	22 LW News	1,191	1,197	6
61	141	80	7100	25 Food Service	203	419	216
193	(1,056)	(1,249)	7100	30 Medical Center	(102)	(3,172)	(3,070)
0	1,239	1,239	7100	35 Social Work	0	3,717	3,717
2,296	1,184	(1,112)	7100	40 PPD Management	6,219	3,557	(2,662)
1,323	1,323	0	7100	41 Grounds	3,969	3,969	0
1,707	2,180	473	7100	43 Trash	4,571	6,538	1,967
13,022	13,018	(4)	7100	58 TV	38,752	39,053	301
1,058	1,193	135	7100	60 Transportation	3,529	3,577	48
5,585	6,256	671	7100	65 Security	17,554	18,767	1,213
696	687	(9)	7100	70 Street Lights	2,666	2,057	(609)
1,018	1,407	389	7100	80 Golf Course	3,040	4,221	1,181
583	523	(60)	7100	81 Pro Shop	459	1,568	1,109
30	27	(3)	7100	85 Comm Call System	91	85	(6)
309	309	0	7100	90 Snow Reserve	923	923	0
3,942	3,942	0	7100	92 Prop Maint Rsv	11,822	11,822	0
695	695	0	7100	93 Contg Rsv	2,086	2,086	0
1,392	1,390	(2)	7100	95 Repl Rsv	4,180	4,173	(7)
48,293	49,824	1,531		TOTAL COMMUNITY FACILITIES	143,519	149,454	5,935
				MUTUAL OPERATING			

MUTUAL 19B
CASH INVESTMENTS
 March 31, 2023

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							43,026.29	43,026.29
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.80%			849.76	42,337.35	840.66		44,027.77
	PACIFIC NATIONAL BANK	1.51%			84,565.21	183,866.98	8,734.84		277,167.03
CERTIFICATES OF DEPOSIT									
100035	FORBRIGHT BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038	GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					113,970.03
100039	CAPITAL BANK	0.35%	151,284.98	10/05/2023					151,284.98
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041	PARAMOUNT BANK	4.73%	168,280.93	02/21/2024					168,280.93
100051	FORBRIGHT BANK	5.15%	56,716.65	03/01/2024					56,963.80
100044	PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,000.00
100045	CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
100014	FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024					154,728.44
T-NOTES									
100047	3 Year T-Note	2.875%	109,000	6/15/2025					108,838.34
100048	3 Year T-Note	3.125%	158,000	8/15/2025					157,654.63
100049	3 Year T-Note	4.250%	95,000	10/15/2025					94,842.06
100050	3 Year T-Note	4.500%	109,000	11/15/2025					108,682.71
	DUE TO FROM:				9,186.42	221.63		(9,408.05)	
TOTAL					1,737,155.48	226,425.96	9,575.50	33,618.24	2,006,775.18



Community Report

April 10, 2023

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
- CINC conversion
- Catch up on financial statements
- Capital budget
- 2023 Lease renewals

Project Status Updates

Administration Building

- Performance Bonds are being processed with MNCPPC and Department of Permitting Services (DPS)
- Service agreements and easements are being processed with Pepco, WSSC and Washington Gas (utility providers)
- Warfel Construction is awaiting release of permits: 1) building, 2) sediment control, and 3) floodplain. The holdup being WSSC's acceptance and sign-off of the new water and sanitary sewer service access easements.
- Warfel Construction Company has adjusted their mobilization timeline to mid-April - after which, site clearing, fence installation and grading will occur.

Gleneagles Drive Culvert Replacement

- LWMC has obtained all necessary permits to begin construction, however during excavation adjacent underground high-voltage power lines size, depth, and observed location has caused reevaluation of the designed solution to provide adequate clearances due to their placement proximity.
- The design project team is in the process of evaluating and resolving with Montgomery County and Pepco officials the noted underground power line proximity issue that is causing project delay. The Pepco high-voltage line installation decades ago was not done properly.
- Leisure World management was recently informed that State of Maryland funding of \$800,000 for the project will be provided.

- We expect full roadway closure from the beginning of culvert replacement until surface pavement is completed. Physical Properties staff monitor daily the culvert and roadway for settlement.

Security

- The next make up day for RFID is Saturday, April 15, 2023, 9:30am to 12:30pm. Contact Karen Arevalo at karevalo@lwmc.com or 301-598-1329 to schedule an appointment.
- We have installed internal cameras with audio at all the entrance gate stations.
- We identified and inspected all defibrillators and have ordered batteries to make them operational, only two were working.
- We continue internal training for our Gate Guards and SPOs and are in the process of making a training video for the Gate Guards to assist with training new employees.

Physical Properties

March 2023 Totals:

- Number of calls: 2,380
- PPD Labor & Material: \$326,674 (\$52,000 with Montgomery Mutual)
- Service Contracts: 1,412 \$778,000 (1,456 in 2022)
- Work Orders: 1,464 (resulting in 1,381 invoices)
- Open Positions 8 (2 HVAC, 2 plumbers, 1 fleet mechanic, 1 sanitation helper, 2 customer service)
- Willson's Contracts: \$351,939 in new contracts for March. 37 appointments

Upcoming Events

- | | | |
|-----------------------------|-------------------------------|-------------|
| • Sunday, April 16, at 2pm | Duke Ellington School of Arts | Auditorium |
| • Tues., April 18, 10am-2pm | Community (Clubs) Fair | Ballroom |
| • Thurs., April 27, at 7pm | Sensational Seventies Music | Auditorium |
| • Friday, April 28, 5-7pm | Happy Hour | Ballroom |
| • Fri., May 5, 5-9pm | Cinco de Mayo Celebration | Clubhouse I |
| • Tuesday, May 9, at 2pm | Musical Theatre History | Ballroom |

HR Corner: New Hires in March

- | | | |
|----------------------------|-------------------|-----------------|
| • Van Dyke, Kelsey | Social Worker | Social Work |
| • Roberts, Terri | Sanitation Driver | Sanitation |
| • Carcuz Lafuente, Waleska | Admin. Assistant | Mutual Services |
| • Carranza, Stacey | Admin. Assistant | Mutual Services |
| • Liverman, Arryal | Gate Guard | Security |