#### **REGULAR MEETING – BOARD OF DIRECTORS**



# COUNCIL OF UNIT OWNERS OF MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.

WEDNESDAY, April 26, 2023 – 1:00 P.M. SULLIVAN ROOM and Via Zoom

#### **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.

	Page
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 Report6
	a. Invoice Approval –(attachment ) 7-10
	b. Manager Report- Mr. Brunelle
	c. Insurance Claim-89-3J (attachment)11
7.	Unfinished Business –
	<ul> <li>a. Building 91 updates, crack in drywall in hallway</li> <li>b. Progress report on efforts to remove root ball from storm drain.</li> <li>c. Schindler Modernization Proposal: update</li> <li>d. E-Rating report</li> <li>e. Status / proposal to replace roof shingles where needed</li> <li>f. Repainting parking lot markings</li> <li>g. Mutual request to share disabled parking spaces</li> </ul>
8.	New Business –
9.	<ul> <li>a. Mutual 19B name change</li> <li>b. 4th of July parade invitation-(Attachment)12-13</li> <li>c. Proposal from Mc F Berry to remove dead tree from in front of Bldg. #90</li> <li>d. Ratify AWM Res # 125 and 127(Attachment)14-15</li> <li>e. Outside window cleaning</li> <li>Correspondence-</li> </ul>
10.	Leisure World Board of Directors and Advisory Committee Reports
	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



### **REGULAR MEETING – BOARD OF DIRECTORS**

## COUNCIL OF UNIT OWNERS OF MUTUAL 19-B CONDOMINIUM OF ROSSMOOR, INC. HYBRID/SULLIVAN ROOM – 1:00 P.M. WEDNESDAY March 29, 2023

#### 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. <u>Call to Order</u> Mr. Benefiel called the meeting to order at 1:00 p.m.
- 2. <u>Approval of the Agenda</u> The agenda was approved, as amended.
- 3. <u>Community Report</u> 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. <u>Approval of February 22, 2023, Regular Board Meeting Minutes</u> February 22, 2023, regular Board meeting minutes were approved as presented.
- 5. <u>Unit Owner's and Resident's Open Forum</u> –
- -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. <u>Treasurer's Report</u> No report on delinquent accounts was included, due to delays in the accounting department.

### A. <u>INVOICES</u>:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

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

- 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. -<u>Unfinished Business</u> –

- 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. <u>Correspondence</u>- None
- 10. Leisure World Board of Directors and Advisory Committee Reports-
- 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. <u>Meeting adjourned</u> at 4:09PM.

Rita M. Mastrorocco, Secretary

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

OI- A-11-11-					
Cash Activity Report		,	Net Operating Expenses		
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				
Cash Investments			Reserve	Transfer To	
<u>Odsir investments</u>			<u>Expenditures</u>	Reserves	
	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	\$33,618.24	\$37,356.59			
Totals	\$2,006,775.18	\$1,953,400.88	\$4,384.00	\$60,207.00	
		Delinque	nt Report As Of 3	/16/23	
	Amount	<u>Current</u>	30 Days	60 Days	90 Days
Totals	\$19,947.28	\$7,685.02	\$4,395.55	\$2,009.07	\$5,857.84
			-		

04/21/2023 9:13 AM

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

3701 Rossmoor Blvd. Silver Spring MD 20906

S

URRENT PERIOD ACTUAL	RIOD	MONTHLY BUDGET	VARIANCE	(S)	ons and constant that physical	YTD ACTUAL	YTD BUDGET	VARIANCE
					INCOME			
151,323	323	151,323	0	2110	Assessments	453,969	453,969	0
α,	2,714	1,250	1,464	5111	Interest Income	7,698	3,750	3,948
000	816	(10.750)	816	2200	Transfers From Funded Reserve	4,384	(56.250)	4,384
(20,213)	(612)	(10,730)	(1,400)	0000	Talisiels to ruilded neselves	(20,00)	(20,500)	(100,0)
134,640	340	133,823	817		TOTAL INCOME	405,844	401,469	4,375
					ADMINISTRATIVE EXPENSES		1888	
	88	101	14	6112	Common Ownership Fee	263	536	37
	0	2.550	2.550	6115	Audit	0	2,550	2,550
14,642	342	14,642	0	6118	01 Insurance Property	43,925	43,926	-
	286	286	0	6118	03 Insurance Fidelity	828	828	0
	0	0	0	6125	Miscellaneous	115	0	(115)
	0	28	28	6138	Interpreter	0	178	178
L		1 00			OUTCOMPT TANK A CHOCK	100	11011	010
GL0,GL	SLC	17,637	2,622		IOTAL ADMINISTRATIVE EXPENSES	45,161	47,811	7,650
					BLII DING EXPENSES			
	0	2.931	2.931	6202		0	8,793	8,793
1,8	1,857	1,912	55	6204	01 Elevator Contract	5,570	5,739	169
	0	167	167	6204	02 Elevator Overtime	0	497	497
	0	176	176	6204	03 Elevator Inspections	0	531	531
	374	333	(41)	6509	Pest Control	793	1,003	211
	0	393	393	6211	05 Sprinkler Contract	0	1,179	1,179
	0	250	250	6211	06 Repair Sprinkler, F/A	(1,822)	750	2,572
	0	0	0	6211	07 Fire Marshll, Permit	3,390	0	(3,390)
	0	833	833	6211	10 F/A Inspections	1,621	2,503	882
	0	2,000	2,000	6214	02 Grounds Landscaping	0	000'9	000'9
	187	313	126	6224	Telephone	561	933	372
	: !							
2,4	2,417	9,308	6,891		IOTAL BUILDING EXPENSES	10,113	27,928	618,71
					ITILITY EXPENSES			
007		0077	1204 07	1000	ON Thomas Com Asso	10,007	47 600	(4 267)
10,655	222	4,160	(6,495)	6301	98 Electric Com Area	18,031	(1 843)	(1,837)
0		(010)	(010)	000		06 455	(0,040)	(5,0,1)
26,308	208	21,348	(4,960)	6301		96,133	90,731	(3,424)
	<b>&gt;</b> (	(803)	(903)	6301	9/ Electric Pr Yr Mivi	0	(2,711)	(2,711)
3,5	8,912	9,300	388	6303	99 Water	27,003	27,900	23/
45,875	175	33,292	(12,583)		TOTAL UTILITY EXPENSES	142,855	131,757	(11,098)

OTHER EXPENSES

0000/ 50/ 50	04/21/2023	140 CF-0	WIN OIL	

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

3701 Rossmoor Blvd. Silver Spring MD 20906

BUDGET   VARIANCE   BUDGET	CURRENT PERIOD	MONTHLY			ACL SY 49 Justice En	TY	YTD	25 B B B B B B B B B B B B B B B B B B B
167   167   6401   O1 Activities   C1,168    1497     834   167   TOTAL OFFIRE SENSES   188,392   2,494     834   167   TOTAL OFFIRE SENSES   188,392   2,494     835   Second   Seco	ACTUAL	BUDGET	VARIANCE		Securic Open Area	ACTUAL	BUDGET	VARIANCE
667   0 6403	0	167	167	6401	-	(1,168)	497	1,665
61,071   (2,904)   TOTAL OTHER EXPENSES   883   2,494	299	299	0	6403	Bad Debt	2,001	1,997	(4)
61,077   (2,304)   TOTAL OPERATING EXPENSES   198,962   209,390	299	834	167		TOTAL OTHER EXPENSES	833	2,494	1,661
Color	63,975	61,071	(2,904)		TOTAL OPERATING EXPENSES	198,962	209,990	11,028
0         (177) 6900 03 MR Definition         160         0           0         (224) 6900 03 MR Definition         173         0           0         (409) 6900 05 MR Plumbing         173         0           0         (409) 6900 05 MR Plumbing         173         0           0         (409) 6900 12 MR Dutding Maint         5727         0           0         (409) 6900 12 MR Dutding Maint         5727         0           0         (409) 6900 12 MR Other         5727         0           0         (409) 6900 12 MR Other         6710 12 MR Other         0           0         (409) 6900 12 MR Other         6710 12 MR Other         0           0         (400) 6900 12 MR Other         6710 12 MR Other         0           0         (400) 6900 12 MR Other         0         1,191 1197           1,249 12 MR Other         1,239 710 25 MR Other         0         1,191 1197           1,124 11 12 MR Other         1,230 MR Other         0         1,191 1197           1,134 12 MR Other         1,191 MR Other         0         1,191 1197           1,134 12 MR Other         1,191 MR Other         0         1,191 1197           1,134 12 MR Other         1,191 MR Other         1,191 MR Other      <				0	RESERVE EXPENSES		ned i	
0 (224) 6900 04 MR Plumage 1512 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	177	0	(177)	0069	03 MR Electrical	2,271	0	(2,271)
0 (224) 6900 0 9MR HVAC 0 (409) 6900 10 MR COHE 0 (409) 6900 12 MR Building Maint 0 (816) TOTAL RESERVE EXPENSES 4,384 0 COMMUNITY FACILITIES 27,181 9,059 606 7100 10 Administration 3,503 423 7100 20 Education & Recreation 1,141 80 7100 20 Education & Recreation 1,239 1,239 7100 25 Food Service 1,139 1,139 1,137 7,100 21 Club House II 1,139 1,139 1,130 1,137 1,137 1,139 1,131 1,137 1,137 1,139 1	0	0	0	0069	04 MR Drainage	160	0	(160)
0 (816) 6900 10 MMR Other C 777 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	224	0	(224)	0069		512	0	(512)
(1) 6900 12 MR Building Maint 577 100 600 12 MR Building Maint 577 100 12 MR Building Maint 677 10 MR Building Ma	10	0 0	) o	0069	08 MK HVAC	1/3	0 0	(1/3)
9,059 606 7100 10 Administration	400	00	(400)	0069	10 MR Orner 12 MR Building Maint	542		(542)
0         (816)         TOTAL RESERVE EXPENSES         4,384         0           9,059         606         7100         10 Administration         27,011         27,181           3,503         423         7100         20 Education & Recreation         8,784         10,507           2,405         97         7100         20 LW News         1,197         7,209           3,999         (142)         7100         22 LW News         1,197         1,197           141         80         7100         22 LW News         1,197         1,197           1,239         1,239         7100         20 Modical Center         6,571         1,197           1,339         1,239         7100         35 Social Work         6,219         3,777           1,184         (1,112)         7100         40 PDD Management         6,219         3,569           1,339         1,340         47 Tash         4,571         6,219         3,569           1,184         (1,112)         7100         40 PDD Management         6,219         3,569           2,180         4,771         4,771         6,219         3,569         3,569           2,180         4,771         4,771         6,53	201		(00+)	0000		1		(350)
9,059 606 7100 10 Administration 2,503 423 7100 20 Education & Recreation 3,503 423 7100 20 Education & Recreation 3,909 (142) 7100 21 Club House II 41 80 7100 22 LW News 1,239 (142) 7100 22 LW News 1,239 (1,249) 7100 25 Food Service 1,184 (1,112) 7100 25 Food Service 1,184 (1,112) 7100 30 Medical Center 0 7100 41 Grounds 2,180 473 7100 43 Trash 1,183 1155 7100 43 Trash 1,183 1155 7100 65 Security 6,256 671 7100 65 Security 1,193 1156 7100 65 Security 1,193 1157 7100 65 Security 1,194 17,100 85 Ground Call System 2,180 0 7100 99 Frop Maint Rsv 2,085 0 7100 99 Srow Reserve 2,085 0 7100 99 Srow Reserve 2,086 2,086 2,086 2,086 0 7100 99 Srow Reserve 2,086 2,086 2,086 2,086 0 7100 99 Srow Reserve 2,086 2,086 2,086 2,086 0 7100 99 Srow Maint Rsv 2,086 2,086 2,086 2,086 0 7100 99 Srow Maint Rsv 2,086 2,086 2,086 2,086 0 7100 99 Srow Maint Rsv 2,086 2,086 2,086 2,086 0 7100 99 Srow Maint Rsv 2,086 2,086 2,086 2,087 1,590 1,581 100 100 100 100 100 100 100 100 100 1	816	0	(816)		TOTAL RESERVE EXPENSES	4,384	0	(4,384)
9,059         606         7100         10 Administration         27,011         27,181           3,503         423         7100         20 Education & Recreation         8,744         10,507           2,405         97         7100         22 LW News         1,191         7,209           399         (142)         7100         22 LW News         419         1,197           1,056         (1,249)         7100         25 Food Service         203         419           1,239         1,239         7100         30 Medical Center         0         3,717           1,239         1,239         7100         40 PDD Management         6,219         3,557           1,134         (1,12)         7100         40 FDD Management         6,219         3,557           1,134         (1,12)         7100         44 Grounds         3,567         3,567           2,180         47         710         44 Grounds         4,571         6,538           2,180         47         710         65 Escurity         3,529         3,529         3,577           6,256         67         710         65 Comm Call System         3,640         4,571         4,571           6,256	200				COMMUNITY FACILITIES			
3,503     423     7100     20 Education & Recreation     8,784     10,507       2,405     97     7100     22 LN News     7209       141     80     7100     22 LN News     203       1,139     7100     25 Food Service     203       1,139     7100     25 Food Service     10,203       1,239     1,239     7100     35 Social Work       1,184     (1,112)     7100     40 PDD Management     6,219       1,323     0,710     41 Grounds     3,969     3,969       1,324     0,710     41 Grounds     3,969     3,969       2,180     473     7100     41 Tash     6,219     3,969       3,191     473     7100     41 Tash     4,571     6,38       4,571     6,256     671     7100     65 Security     3,529     3,529       6,256     671     7100     65 Security     4,571     3,640     4,571       6,256     671     7100     80 Golf Course     3,640     4,521       6,256     671     7100     81 Pro Shop     4,591     4,591       7     7100     92 Prop Maint Rsv     2,086     2,086       695     7100     93 Contg Rsv     2,086	8,453	6,059	909	7100	10 Administration	27,011	27,181	170
2,405         97         7100         21 Club House II         6,571         7,209           399         (142)         7100         22 LW News         1,197         1,197           141         80         7100         25 Food Service         203         419           (1,056)         (1,249)         7100         30 Medical Center         (102)         (3,172)           1,239         7100         35 Social Work         0         3,717           1,184         (1,112)         7100         40 PPD Management         6,219         3,717           1,184         (1,112)         7100         41 Grounds         3,969         3,969         3,557           1,323         7100         41 Trash         6,219         3,577         6,538         4,571         6,538           2,180         47         7100         43 Trash         38,752         39,053         3,577           1,193         135         7100         43 Trash         4,571         6,538         4,571         6,538           6,256         671         7100         65 Socurity         1,568         1,566         2,067           6,256         603         7100         80 Trong Maint Rsw         1	3,080	3,503	423	7100	20 Education & Recreation	8,784	10,507	1,723
399         (142)         7100         22 LW News         1,191         1,197           141         80         7100         25 Food Service         1,197         419           (1,266)         (1,249)         7100         25 Food Service         (102)         3,172           1,239         7100         35 Social Work         6,219         3,557           1,184         (1,112)         7100         40 PPD Management         6,219         3,557           1,184         (1,112)         7100         40 PPD Management         6,219         3,557           1,323         0         7100         44 Trash         3,569         3,569         3,569           2,180         473         7100         43 Trash         6,219         3,571         6,538           2,180         473         7100         43 Trash         3,529         3,573         3,573           6,256         671         7100         65 Security         3,529         3,574         4,571         6,588           6,256         671         7100         68 Gound Call System         3,040         4,221         4,564           1,407         7100         92 Prop Maint Rsv         2,180         2,180	2,308	2,405	26	7100	21 Club House II	6,571	7,209	638
(1,056)     (1,249)     7100     25 Food Service     203     419       (1,056)     (1,249)     7100     30 Medical Center     (102)     (3,172)       1,239     7100     35 Social Work     0     3,717       1,132     0     7100     40 PDD Management     6,219     3,969       1,323     0     7100     41 Grounds     3,969     3,969       2,180     473     7100     43 Trash     4,571     6,538       1,324     (4)     7100     43 Trash     38,752     39,653       1,301     (4)     7100     65 Security     38,752     39,653       6,256     671     7100     65 Security     2,666     2,057       6,256     671     7100     80 Golf Course     2,666     2,057       6,256     671     7100     81 Pro Shop     459     1,568       6,256     60)     7100     80 Comm Call System     923     923       3,942     0     7100     95 Repl Rsv     2,086     2,086       6,58     0     7100     95 Repl Rsv     4,1180     4,173       1,390     (2)     7100     95 Repl Rsv     4,180     4,173       1,390     (2)     7100	541	399	(142)	7100		1,191	1,197	9
(1,056)     (1,249)     7100     30 Medical Center     (102)     (3,172)       1,239     1,239     7100     36 Social Work     0     3,717       1,184     (1,112)     7100     40 PPD Management     6,219     3,557       1,323     7100     41 Grounds     3,969     3,969       2,180     473     7100     43 Trash     4,571     6,538       13,018     47     7100     58 TV     39,053       13,018     47     7100     58 TV     39,053       1,193     135     7100     65 Security     17,554     18,767       6,256     671     7100     65 Security     17,554     18,767       6,256     671     7100     85 Gould Course     2,666     2,057       6,256     671     7100     85 Gomm Call System     30,40     4,221       407     389     7100     95 Rept Maint Rsv     2,086     2,086       27     39,42     0     7100     95 Rept Rsv     2,086     2,086       285     0     7100     95 Rept Rsv     4,173       49,824     1,531     TOTAL COMMUNITY FACILITIES     149,454	61	141	80	7100		203	419	216
1,239     7100     35 Social Work     0     3,717       1,184     (1,112)     7100     40 PPD Management     6,219     3,557       1,323     0     7100     41 Grounds     3,969     3,969       2,180     47     7100     43 Trash     4,571     6,538       13,018     (4)     7100     58 TV     38,752     39,053       1,193     135     7100     60 Transportation     38,752     39,053       6,256     671     7100     65 Security     17,554     18,767       6,256     671     7100     80 Golf Course     2,666     2,057       6,256     671     7100     81 Pro Shop     4,221       87     309     7100     85 Comm Call System     91     85       27     (3)     7100     90 Snow Reserve     91     85       309     7100     90 Snow Reserve     2,086     2,086       65     7100     95 Repl Rsv     4,180     4,173       1,390     (2)     7100     95 Repl Rsv     4,173       1,531     1753     149,454	193	(1,056)	(1,249)	7100		(102)	(3,172)	(3,070)
1,184     (1,112)     7100     40 PPD Management     6,219     3,557       1,323     0     7100     41 Grounds     3,969     3,969       2,180     473     7100     43 Trash     4,571     6,538       13,018     (4)     7100     58 TV     38,752     39,053       1,193     135     7100     65 Security     3,577       6,256     671     7100     65 Security     17,554     18,767       6,256     671     7100     65 Security     2,666     2,057       1,407     389     7100     80 Golf Course     2,666     2,057       1,407     389     7100     81 Pro Shop     4,59     1,568       27     (3)     7100     85 Comm Call System     91     85       27     (3)     7100     85 Comm Maint Rsv     2,086     2,086       695     0     7100     93 Contg Rsv     2,086     2,086       1,390     (2)     7100     95 Repl Rsv     4,180     4,180       49,824     1,531     TOTAL COMMUNITY FACILITIES     143,519     149,454	0	1,239	1,239	7100		0	3,717	3,717
1,323     0     7100     41 Grounds     3,969     3,969       2,180     473     7100     43 Trash     4,571     6,538     1       13,018     47     7100     58 TV     38,752     39,053     1       1,193     135     7100     65 Security     3,529     3,577     1       6,256     671     7100     70 Street Lights     2,666     2,057     1       6,256     671     7100     80 Golf Course     4,221     1       6,27     (80)     7100     81 Pro Shop     4,221     1       27     (3)     7100     85 Comm Call System     91     85       27     (3)     7100     85 Comm Call System     91     85       3,942     0     7100     92 Prop Maint Rsv     2,086     2,086       695     0     7100     95 Repl Rsv     4,180     4,180       1,390     (2)     7100     95 Repl Rsv     4,180     4,173       20     7100     95 Repl Rsv     4,180     4,173       1,390     149,454     5	2,296	1,184	(1,112)	7100		6,219	3,557	(2,662)
2,180     473     7100     43 Trash     4,571     6,538     1       13,018     (4)     7100     58 TV     38,752     39,053     1       1,193     135     7100     60 Transportation     3,529     3,577     1       1,193     135     7100     65 Security     2,666     2,067     1       6,256     671     7100     65 Security     2,666     2,057     1       1,407     389     7100     80 Golf Course     3,040     4,221     1       523     (60)     7100     85 Comm Call System     91     85       27     (3)     7100     85 Comm Call System     91     85       309     0     7100     92 Prop Maint Rsv     2,086     2,086       695     0     7100     95 Repl Rsv     4,180     4,180       1,390     (2)     7100     95 Repl Rsv     4,180     4,173       1,390     (2)     7100     95 Repl Rsv     4,180     4,173       1,531     100     149,454     5	1,323	1,323	0	7100		3,969	3,969	0
13,018     (4) 7100     58 TV       1,193     135     7100     60 Transportation       6,256     671     7100     65 Security       6,256     677     7100     65 Security       6,256     677     7100     65 Security       6,256     677     7100     70 Street Lights       1,407     389     7100     80 Golf Course       523     (60)     7100     81 Pro Shop       27     (3)     7100     85 Comm Call System     91       309     0     7100     92 Prop Maint Rsv     923       3,942     0     7100     95 Repl Rsv     2,086       1,390     (2)     7100     95 Repl Rsv     4,180       1,390     (2)     7100     95 Repl Rsv     4,180       1,531     TOTAL COMMUNITY FACILITIES     143,519     149,454	1,707	2,180	473	7100		4,571	6,538	1,967
1,193       135       7100       60 Transportation       3,529       3,577         6,256       671       7100       65 Security       17,554       18,767       1         687       7100       70 Street Lights       2,666       2,057       1         1,407       389       7100       80 Golf Course       4,221       1         523       (60)       7100       81 Pro Shop       91       85         27       (3)       7100       85 Comm Call System       91       85         309       0       7100       92 Prop Maint Rsv       11,822       923         3,942       0       7100       92 Prop Maint Rsv       2,086       2,086         1,390       (2)       7100       95 Repl Rsv       4,173         1,390       (2)       7100       95 Repl Rsv       1,531       149,454       5	13,022	13,018	(4)	7100		38,752	39,053	301
6,256 671 7100 65 Security 687 (9) 7100 70 Street Lights 687 (17,554 18,767 11 687 (17,554 18,767 11 687 (17,554 18,767 11 687 (17,554 18,767 11 687 (17,554 18,767 11 687 (17,554 18,767 11 688 (17,605 11) 689 (17,606 11,606 11 690 (17,606 11 690 (17,606 11,606 11 690 (17,606 11 690	1,058	1,193	135	7100		3,529	3,577	48
687 (9) 7100 70 Street Lights 1,407 389 7100 80 Golf Course 1,407 389 7100 81 Pro Shop 523 (60) 7100 81 Pro Shop 27 (3) 7100 85 Comm Call System 27 (3) 7100 92 Prop Maint Rsv 695 0 7100 92 Prop Maint Rsv 695 0 7100 95 Repl Rsv 1,390 (2) 7100 95 Repl Rsv 49,824 1,531 TOTAL COMMUNITY FACILITIES 1,407 2,066 2,057 4,173	5,585	6,256	671	7100	65 Security	17,554	18,767	1,213
1,407     389     7100     80 Golf Course     3,040     4,221     1,16       523     (60)     7100     81 Pro Shop     459     1,568     1,10       27     (3)     7100     85 Comm Call System     91     85       309     0     7100     90 Snow Reserve     923     923       3,942     0     7100     92 Prop Maint Rsv     2,086     2,086       695     0     7100     95 Repl Rsv     4,173       1,390     (2)     7100     95 Repl Rsv     4,173       49,824     1,531     TOTAL COMMUNITY FACILITIES     143,519     149,454     5,93	969	687	(6)	7100	70 Street Lights	2,666	2,057	(609)
523       (60)       7100       81 Pro Shop       459       1,568       1,10         27       (3)       7100       85 Comm Call System       91       85         309       0       7100       90 Snow Reserve       923       923         3,942       0       7100       92 Prop Maint Rsv       2,086       2,086         695       0       7100       95 Repl Rsv       4,173         1,390       (2)       7100       95 Repl Rsv       4,173         49,824       1,531       TOTAL COMMUNITY FACILITIES       149,454       5,93	1,018	1,407	389	7100		3,040	4,221	1,181
27     (3) 7100     85 Comm Call System     91     85       309     0 7100     90 Snow Reserve     923     923       3,942     0 7100     92 Prop Maint Rsv     11,822     11,822       695     0 7100     93 Contg Rsv     2,086     2,086       1,390     (2) 7100     95 Repl Rsv     4,173       49,824     1,531     TOTAL COMMUNITY FACILITIES     149,454     5,93	583	523	(09)	7100		459	1,568	1,109
399 0 7100 90 Snow Reserve 923 923 923 3,942 0 7100 92 Prop Maint Rsv 2,086 2,086 2,086 2,086 1,390 (2) 7100 95 Repl Rsv 4,173 49,824 1,531 TOTAL COMMUNITY FACILITIES 143,519 149,454	30	27	(3)	7100	85 Comm Call System	91	85	(9)
3,942 0 7100 92 Prop Maint Rsv 11,822 11,822 11,822 695 0 7100 93 Contg Rsv 2,086 2,086 2,086 1,390 (2) 7100 95 Repl Rsv 4,173 4,180 4,173 49,824 1,531 TOTAL COMMUNITY FACILITIES 143,519 149,454	309	309	0	7100	90 Snow Reserve	923	923	0
695 0 7100 93 Contg Rsv 2,086 2,086 1,390 (2) 7100 95 Repl Rsv 4,173 	3,942	3,942	0	7100	92 Prop Maint Rsv	11,822	11,822	0
1,390 (2) 7100 95 Repl Rsv 4,173 4,180 4,173	695	969	0	7100	93 Contg Rsv	2,086	2,086	0
49,824 1,531 TOTAL COMMUNITY FACILITIES 143,519 149,454	1,392	1,390	(2)	7100	95 Repl Rsv	4,180	4,173	(2)
	48,293	49,824	1,531		TOTAL COMMUNITY FACILITIES	143,519	149,454	5,935

MUTUAL OPERATING

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

ACTUAL	BUDGET	VARIANCE		78.5 0 008 0 008 0 0 0 0 0 0 0 0 0 0 0 0 0		- 4000 - 4000	230.6	YTD ACTUAL	YTD BUDGET	900	VARIANCE
8,031	9,884	1,853	7600	10 Administration				28,272	29,646		1,374
5,026	5,026	0	2000	41 Grounds				15,078	15,079		-
611	0	(611)	7600	42 Special Projects				1,304	0		(1,304)
532	0	(232)	2000	44 Community Services				2,104	0		(2,104)
5,077	5,077	0	7600	50 Janitorial				15,231	15,230		(E)
219	171	(48)	2000	52 After Hours				614	514		(100)
70	0	(20)	7600	53 Electrical Maint				(828)	0		828
(832)	0	832	7600	54 Plumbing Maint				(2,018)	0		2,018
(201)	0	201	7600	55 Building Maint				(149)	0		149
953	0	(623)	2009	56 HVAC				2,746	0		(2,746)
1,304	0	(1,304)	7600	57 Appliance Maint				918	0		(918)
											1
20,789	20,158	(631)		TOTAL MUTUAL OPERATING	TING			63,243	60,469		(2,774)
133,873	131,053	(2,820)		TOTAL EXPENSES				410,108	419,913		9,805
767	2,770	(2,003)		INCOME/DEFICIT				(4,264)	(18,444)		14,180

MUTUAL 19B CASH INVESTMENTS March 31, 2023

	NOTITITION	YIELD RATE	PAR	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	ОТНЕВ	TOTAL
UNALLOC	UNALLOCATED FUNDS:								
	BANK OF AMERICA							43,026.29	43,026.29
ALLOCAT	ALLOCATED FUNDS:							,	
	MONEY MARKETS JOHN MARSHALL BANK PACIFIC NATIONAL BANK	0.80%			849.76 84,565.21	42,337.35 183,866.98	840.66 8,734.84	,	44,027.77 277,167.03
	CERTIFICATES OF DEPOSIT								
100035 100039 100040 100041 100045 100045 100046 100047 100047 100048 100048	FORBRIGHT BANK GATEWAY FIRST BANK CAPITAL BANK CAPITAL BANK PARAMOUNT BANK FORBRIGHT BANK FORBRIGHT BANK FIRST INTERNET BANK FIRST INTERNET BANK  T-NOTES  3 Year T-Note 3 Year T-Note 3 Year T-Note	1.29% 1.00% 0.35% 1.00% 4.73% 0.60% 0.45% 0.80% 2.875% 3.125%	127,308.17 111,070.54 151,284.98 100,000.00 168,280.93 56,716.65 150,000.00 150,000.00 150,000.00 150,000.00	05/01/2023 08/31/2023 10/05/2023 10/15/2024 02/21/2024 09/12/2024 11/14/2024 11/14/2025 10/15/2025	127,308.17 113,970.03 151,284.98 100,000.00 168,280.93 56,963.80 150,000.00 150,000.00 154,728.44 154,728.44 154,728.44				127,308.17 113,970.03 151,284.98 100,000.00 168,280.93 56,963.80 150,000.00 150,000.00 154,728.44 154,728.44 154,728.44
100050	3 Year T-Note DUE TO FROM:	4.500%	109,000	11/15/2025	108,682.71	. 221.63		(9,408.05)	108,682.71
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
 Roberts, Terri
 Carcuz Lafuente, Waleska
 Carranza, Stacey
 Social Worker
 Sanitation Driver
 Admin. Assistant
 Mutual Services
 Mutual Services

2

Liverman, Arryal
 Gate Guard
 Security