



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- (Bonn, Farnsworth, Dunn, Gervais, Mastrorocco, Hawthorne)
2. Approval of the Agenda-
3. Fill Board Vacancy-
4. Approval of Minutes – April 24, 2024, Board Meeting Minutes **(Attached)**---1-5
5. Unit Owners and Residents Open Forum
6. Chair’s Remarks
7. Treasurer’s Report-**(Attached)**-6
Invoice Approval – **(Attached)**-7-9
Insurance Claims: 15211 Elkridge Way-**(Attached)**-10-13
8. Management Report
 - a. Community Report-**(Attached)** -----14-15
 - b. Work requested –**(Attached)**-----16-17
9. Action Items
 - a. O’Connor Plumbing Proposal Dated 5/14/2024-**(Attached)**-18-19
 - b. McFall and Berry- Proposals #12936 & #9014-**(Attached)**-20-22
 - c. Interior Hallway Painting Proposal comparison-**(Attached)**-23-24
 - d. Welsh Roofing Proposal dated 5/19/2024-**(Attached)**-25
 - e. PPD proposal- **(Attached)**-26
 - f. ABM- 93-1K-**(Attached)**-27-33
 - g. Building Representative Appointments-**(Attached)**-34
 - h. Parking Space Assignment –**(Attached)**-35
 - i. Revised Building Rep Guidelines –**(Attached)**-36
 - j. Proposed Bylaw Amendment-**(Attached)**-37
10. Correspondence
 - a. July 4th parade invitation-**(Attached)**-38-39
 - b. White Elephant sale-**(Attached)**-40
11. Leisure World Board of Directors and Advisory Committee Reports
12. Building Representatives
13. Old Business
14. New Business
15. Monthly Meeting Date – Monday, June 17, 2024 – 2:00 P.M.
16. Meeting Adjournment



**LEISURE
WORLD**
OF MARYLAND

**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 APRIL 24, 2024**

Res.#127-135

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, April 24, 2024, at 1:00 p.m. in the Sullivan room.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrococco, Secretary (via zoom); Don Bonn, Director, Arsenetta Hawthorne, Director, 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, George Samara, and Jack Sprinkle

Via Zoom: Ken Sorkin, (2 ASL Interpreters: Gay & Karamée), JoAnn Grant, Gina Celenza, and Dennis Hawkins.

1. Call to Order – Mr. Benefiel called the meeting to order at 1:01pm.
2. Approval of the Agenda – The agenda was approved, as amended.
-Closed session announced for the end of this meeting- all board members agreed.
3. Approval of the Regular Board Meeting Minutes – The March 29, 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.
- Mrs. Gervais asked for volunteers for the strawberries Social Event, she, and Maureen McCleary planned this event last year, but neither one will be in the area around the time this event takes place. Mutual 19B will reimburse for the cost of this event.

"At the prior Board of Directors Meeting (April 24, 2024) the Board of Directors entered into a Closed Meeting following the Open Board Meeting in accordance with the requirements of Section 11-109.1 (2) of the Maryland Condominium Act .

The Closed session was held for the purpose of Protection of the privacy or reputation of individuals in matters not related to the council of unit owners' business.

A Roll Call vote was taken to go into a Closed meeting and a copy of the voting log is shown below

Michael Benefiel	Yes	Jack Dunn	Yes	John Gervais	Yes
Rita Mastrorocco	Yes	Don Bonn	Yes		
Arsenetta Hawthorne	Yes	Laurie Farnsworth	Yes		

The Closed Meeting was attended by:

Michael Benefiel, Jack Dunn, John Gervais, Rita Mastrorocco, Don Bonn, Arsenetta Hawthorne, Laurie Farnsworth, and Nancy Sprinkle

The meeting was for the purpose of assigning a Reserved Parking space that was requested by multiple owners. The Board considered all requests and followed the established Rules and Regulations of Mutual 19B in making a decision.

The Board decision on assigning the space was unanimous. "

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.

-Upon motion duly made, the Board agreed,

To ask Mutual 19B president Michael Benefiel to contact attorney Corinne Rosen, Esq., to get advice on how to manage the residential unit 3J in 15201 Elkridge Way (Building 93) owned by the estate of Francis "Frank" Yates, to protect the interest of Mutual 19B.

Resolution #127 4/24/2024.

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 \$	GL Code #	B VENDOR INVOICE # DESCRIPTION
\$14,310.00	GL Code #690000-110020	<u>LWMC Invoice #244305</u> -Cleared all dryer vents per proposal \$90/unit. 159 units completed. Dated: 3/29/2024.
\$1,480.00	GL Code #690000-110025	<u>McFall and Berry Invoice # 221088</u> - Early Spring application- provide 1 application of Fiesta. Dated: 5/9/2023
\$3,690.00	GL Code #690000-110025	<u>McFall and Berry Invoice # 224268</u> - Construction drainage proposal # 4390. Replaced existing clay soil so water will flow directly to existing drains. Dated: 11/16/2023

\$2,483.52 GL Code #690000-110025	McFall and Berry Invoice # 226763 -15210 Elkridge Way (b.91) Landscape design for front of building 91. Dated: 3/31/2024
\$2,344.54 GL Code #690000-110001	LWMC Invoice # 245074 - 15300 Beaverbrook Ct. unit 88-1C - Kitchen ceiling leak. Dated:4/22/2024.

Resolution #128 4/24/2024

6. **Management Report-**

- A. Community Report- The community report was included in the board packets. for review. Ms. Nancy Sprinkle addressed all questions.
- B. Work requested- A spreadsheet was included in the agenda packet for the board, listing work required by M19B so far 2024.

C. **Proposal-Amicus Elevator-**

- Upon motion duly made the Board agreed,

To approve the Amicus Elevator proposal dated March 27, 2024. Seven (7) elevators located in at Mutual 19B which includes 15210 Elkridge Way, 15300, 15301, 15310, 15311 Beaverbrook Ct. and 15201, 15211 Elkridge Way, Silver Spring, MD 20906. Vertical Transportation Upgrade proposal for the Jack and Piston Replacement. The fee design services will be the lump sum of \$18,775.00, documents are attached for a complete scope of the work.

Resolution #129 4/24/2024

D. **Proposal-Welsh Roofing-Gutter Cleaning-**

- Upon motion duly made the Board agreed,

To approve the proposal for Welsh Roofing gutter cleaning dated March 31, 2024, for Beaverbrook Ct. and Elkridge Way, in the amount of \$11, 200.00: Spring gutter cleaning: \$5,600.00 and Fall gutter cleaning \$5,600.00 and payment to be made upon completion of job.

Resolution #130 4/24/2024

E. **Ratify AWM Res #126 4/12/2024-**

- Upon motion duly made the Board agreed,

To ratify the approval of the Action Without Meeting Res #126 4/12/2024 to sign the proposal from PulseIQ to collect and submit the energy benchmarking data for Mutual19B's four buildings with Pepco individual meters by the June 1, 2024, deadline, at no cost to Mutual 19B. Summary of the SERVICES PROVIDED by PulseIQ: agrees to provide Client the following services (the "Services"): • Energy Benchmarking is the process of tracking a building's annual energy and water use and using a standard metric to compare the building's performance against past performance and to its peers nationwide. Benchmarking improves understanding of energy and water consumption patterns; helps Identify energy saving opportunities within a portfolio of buildings; and manages business bottom line through consistent data collection and tracking. • PulseIQ shall, with assistance from Client, compile the necessary Property data required to complete benchmarking and data verification in EPA's ENERGY STAR Portfolio Manager tool for 2023 data. • If needed, PulseIQ shall, with documentation provided by

Client, measure each building's Gross Floor Area (GFA) in a manner acceptable to the Montgomery County Department of Environmental Protection. • PulseIQ shall report Portfolio Manager tool's benchmarking results to Montgomery County annually for public disclosure as required by Montgomery County law. • PulseIQ will provide documentation of the Property's benchmarking results and proof of acceptance thereof by Montgomery County. Please see the attached documents for a complete scope of information.

Resolution #126 4/12/2024

7. Old Business –

- A. Submeter project- Tabled for next board meeting. President asked Nancy to get proposal from contractor on single meter for three M19B “master meter” buildings.
- B. Roof Replacement in B. 89-
- Upon motion duly made, the Board agreed,
To approve the S & K Roofing for building 89 15310 Beaverbrook Ct. in the amount of \$89,883.00. additional rotten wood replacement: \$85/sheet. Senior Property Manager will get more details.

Resolution #131 4/24/2024

- C. Security Cameras update-no updates-
- D. Elevator Modernization Update – see item 6C “Amicus Elevator Proposal.”
- E. Dryer Vent Cleaning- and updated sheet of units not yet completed was included in the board packet for the board to review.
- F. Rules and Regulations updates-
- Upon motion duly made, the Board agreed,
To approve a work session to review the Rules and Regulations and Building Reps Guidelines of Mutual 19B, Mr. Dunn and Mr. Bonn will create an agenda and agree on the date and time to meet.

Resolution #132 4/24/2024

- G. Building Reps Guideline- Tabled for our next Board Meeting
- H. Update on the plans for the May 2024 issue of the Mutual 19 BEE newsletter

8. New Business -

- A. Approve Hybrid Car Connection
- Upon motion duly made, the Board agreed,
To permit John Gervais to connect his plug-in hybrid car to a Mutual 19B golf cart charging station, as long as he uses an electricity usage monitor and reimburses Mutual 19B for the kilowatt-hours used at the dollar amount Pepco and Shell invoice for the house meter at 15301 Beaverbrook Ct.

Resolution #133 4/24/2024

- Upon motion duly made, the Board agreed,
To approve to place a sign on the elevators informing residents that the inspection Certificates are located in the mutual operations office.

Resolution #134 4/24/2024

- Upon motion duly made, the Board agreed,

To approve the McFall and Berry proposal #12739 in the amount of \$4,954.86 to remove declining, and installing, replacement trees, shrubs and turf in Buildings #88, 90, 91, 92, 93 and 94.

Resolution #135 4/24/2024

- B. adjourn open meeting of the Board of Directors and convene closed meeting of the Board to discuss private health information and vote on parking space assignment at building 88.
- 9. Correspondence- none
- 10. Leisure World Board of Directors and Advisory Committee Reports- none
- 11. Building Representatives-Buildings representatives had the opportunity to share information about their individual buildings.
- 12. Monthly Meeting Date: Wednesday May 29, 2024 – 2:00 P.M.
- 13. Meeting adjourned at: 4:15 pm

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 5/10/24

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>	
As of April 30, 2024			April	
Balance Forward	\$265,365.05		-\$7,041	Unfavorable To Budget
Receipts	\$167,068.70		Year To Date	
Disbursements	<u>-\$275,035.77</u>		\$17,370	Favorable To Budget
Cash Balance	\$157,397.98			
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 4/30/24	As of 1/1/24	Year To Date	Year To Date
Replacement Reserve	\$1,841,606.44	\$1,786,741.13	\$21,671	
Maintenance Reserve	\$214,925.62	\$227,380.49	\$31,853	
Insurance Reserve	-\$10,220.50	\$891.67	\$27,927	
Checking/ Money Market	<u>\$189,743.82</u>	<u>\$209,248.50</u>		
Totals	\$2,236,055.38	\$2,224,261.79	\$81,451	\$112,749

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 04/30/2024

05/10/2024
 4:40 PM

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
0	167	167	0	668	668
(973)	667	1,640	1,028	2,668	1,640
0	0	0	34	0	(34)
(973)	834	1,807	1,062	3,336	2,274
57,128	49,827	(7,301)	208,874	225,256	16,382
0	0	0	21,671	0	(21,671)
1,204	0	(1,204)	3,287	0	(3,287)
217	0	(217)	1,220	0	(1,220)
0	0	0	4,685	0	(4,685)
235	0	(235)	235	0	(235)
181	0	(181)	181	0	(181)
190	0	(190)	4,870	0	(4,870)
14,850	0	(14,850)	15,030	0	(15,030)
2,345	0	(2,345)	2,345	0	(2,345)
0	0	0	27,927	0	(27,927)
19,221	0	(19,221)	81,451	0	(81,451)
51,431	51,431	0	205,724	205,724	0
51,431	51,431	0	205,724	205,724	0
14,680	14,833	153	58,722	59,332	610
4,963	4,963	0	19,853	19,852	(1)
5,527	5,527	0	22,106	22,108	2
25,170	25,323	153	100,681	101,292	611
152,951	126,581	(26,370)	596,731	532,272	(64,459)
(327)	6,714	(7,041)	18,278	908	17,370

MUTUAL 19B
CASH INVESTMENTS
April 30, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							157,397.98	157,397.98
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%	134,030.34			40,855.54	17,651.70		192,537.58
	PACIFIC NATIONAL BANK	3.99%	36,767.84			192,063.18	54.94		228,885.96
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	79,591.73				79,591.73
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
100057	2 Year T-Note	4.590%	78,900	3/15/2027	78,767.99				78,767.99
	DUE TO FROM:		13,574.40		(17,993.10)		(27,927.14)	32,345.84	
TOTAL			1,841,606.44		214,925.62		(10,220.50)	189,743.82	2,236,055.38

Current Staff Priorities

- Phone System – Phase I is complete and we are currently doing the rollout of Phase II of the new phone system. Phase III will probably begin in approximately 2 weeks. We are also working on the POTS lines to determine the best approach to use for all emergency and elevator phones.
- State of Maryland Grant Funding – All paperwork has been submitted and now we just have to wait for the funding to come through. This process can take up to six months.
- Transportation Grant Funding – This grant was for the purchase of three new buses. We are hoping for funding by September.
- Transportation Grant Electric Bus – We have begun putting together all information for this grant.
- PPD Director – Anthony Conerly began on May 13th. We welcome Anthony to the LW Family.

Project Status Updates

Administration Building

- Final utility service connections for Pepco, WSSC, Washington Gas, and Verizon are in progress.
- Electrical switchgear equipment is installed with power activation by Pepco was scheduled for 5/24 which allows completion of interior finishes.
- Curbs, sidewalks and concrete plaza at building entry are completed.
- Approximately 60% of the parking lot has been repaved, including golf parking. Remainder to be repaved after the existing Administration Building demolition and new upper parking lot is completed.
- Building commissioning and start-up testing of all mechanical/electrical equipment to begin 5/28.
- Exterior storefront door openers at upper-level to be installed, allowing for complete removal of construction security fencing.
- Low voltage system and security cameras installations are in progress.
- Interior walls and gypsum soffits are completed, painting in progress. Suspended ceiling system grids completed with HVAC diffuser drops and lighting being installed. Interior doors are installed; hardware to follow.
- Millwork and cabinetry with stone countertops completed on upper-level lobby with high-ceiling system installation in progress.
- Interior furniture delivery scheduled for mid- to late June with occupancy and move to follow in July.
- Once vacated the existing Administration Building will have asbestos abatement followed by demolition and new parking lot construction.

Security

- Work begun to add employee cards and photos to the ID software
- Radar sign near Physical Properties Department, data for April: 43,212 vehicles; 46 traveling 41-

- 45 mph; 3 traveling 46-50 mph
- Radar sign next to Administration parking lot, data for April: 42,255 vehicles; 17 traveling 41-45 mph; 3 traveling 46-40 mph.
- Administrative coordinator – new hire to begin May 27

Transportation

- Training two new bus drivers
- Three buses operating as of May 14

Physical Properties

In April 2024:

- | | | |
|----------------------------------|--|-------------------------|
| • Number of calls | 3,257 | (March 2024: 3,507) |
| • Labor and material revenue | \$376,212 | (March 2024: \$279,783) |
| • Labor and material revenue YTD | \$1,341,905 | (YTD 2023: \$1,279,298) |
| • Service contracts YTD | 1,408 – \$849,479 | |
| • Work orders | 1,426 | (April 2023: 1,276) |
| • Work orders YTD | 4,760 | (YTD 2023: 4,694) |
| • New contracts for Willson LLC | \$227,673 – 35 appointments | |
| • Open positions | 4 (2 plumbers, 1 sanitation helper, 1 electrician) | |

Upcoming Events

- | | |
|---|-------------------------|
| • Wednesday, May 29, at 2 p.m., Clubhouse II | Seminar: Avoiding Scams |
| • Thursday, May 30, at 11 a.m., Clubhouse I | Shopping with Macy's |
| • Thursday, May 30, at 6:30 p.m., Clubhouse II | Comedy and Magic |
| • Sunday, June 9, at 7 p.m., Clubhouse II | Pianist Michael Leidig |
| • Saturday, June 15, at 5 p.m., Clubhouse I Lanai | Juneteenth Celebration |
| • Friday, June 21, at 5 p.m., Clubhouse I | Happy Hour with DJ Bob |

Human Resources

New Hires in April 2024:

- | | | |
|----------------------|---------------------------------|-------------------------|
| • Mena, Edward | Golf Course Technician I | Golf Maintenance |
| • Anderson, Evelyn | Shuttle Bus Driver | Transportation Services |
| • Davila, Christian | Golf Course Technician I | Golf Maintenance |
| • Zetino, Cristian | Golf Course Technician I | Golf Maintenance |
| • Wilby, Corinna Kay | Shuttle Bus Driver | Transportation Services |
| • Emerson, Deborah | Customer Service Representative | PPD Customer Service |
| • Schrier, Joshua | Gate Guard | Security |