



AGENDA

Unit Owners and Residents will have an opportunity to comment on any subject that is relevant to Mutual 19B during the Owners and Residents Open Forum

Page No.

1. Call to Order- (Bonn, Farnsworth, Dunn, Gervais, Mastrorocco, Hawthorne, Austin)
2. Approval of the Agenda
3. Approval of Minutes – May 29, 2024, Board Meeting Minutes (**Attached**)---1-5
4. Chair's Remarks
5. Treasurer's Report-
Invoice Approval – (**Attached**)-6-25
6. Management Report
 - a. Community Report-(**Attached**) -----26-27
 - b. Work Chart Report –(**Attached**)-----28
7. Action Item
 - a. S&K Roof Replacement Proposal for Building 92-(**Attached**)-29
 - b. Building Hallway Painting
 - c. Process for Proposed Bylaw Amendment
 - d. Golf Cart Chargers
 - e. Building 92 Furniture
8. Unit Owners and Residents Open Forum
9. Correspondence
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Old Business
13. New Business
14. Monthly Meeting Date – Monday, July 15, 2024 – 2:00 P.M.
15. Meeting Adjournment

serve on the board of directors. Mr. Bonn also shared his thoughts about how he wants to help Mutual 19B to become a better mutual and a wonderful place to live.

7. Treasurer’s Report – – The treasurer report was included in the agenda packet for the Board members to review. The Board approved the treasurer's report as presented.

A. Invoices approval: Mr. Bonn presented the list of invoices for approval.

- Upon motion duly made, the Board agreed,
To approve payment of the following invoices:

INVOICE \$	GL Code #	VENDOR INVOICE # DESCRIPTION
\$3,690.00	GL Code #690000-110025	McFall and Berry Invoice # 224268- Construction drainage: regrade existing clay soil to water flow directly to exiting drains from drainage proposal #4390. Dated: 11/16/2023.
\$1,460.00	GL Code #690000-110025	McFall and Berry Invoice # 221088- Early spring, provide one application of Fiesta: Dated: 5/9/2024
\$1,070.00	GL Code #690000-110005	O’Connor Plumbing and Heating Invoice #130113- 15301 Beaverbrook Ct. unit 1G, two bathrooms inside of the unit. Pulled the toilet and performed a video inspection. I was back-to-back with master toilet. Camera extended approximately 50’ to the exterior clean out. Dated: 5/13/2024.
\$1,596.00	GL Code #690000-110005	O’Connor Plumbing and Heating Invoice #130681- 15301 Beaverbrook Ct. 91-1G-clean out in front of the building, conducted a pre-cleaning video inspection showing a large amount of roots in the main before the line blind taps into the trunk line. Used the hydro jet, flex saft to clean and clear the root intrusion. Dated: 5/17/2024.

Resolution #8 5/29/2024

8. 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.

9. Action Items

A. McFall and Berry Proposals #12936 and #9014

- Upon motion duly made, the Board agreed,

To approve the McFall and Berry Proposal #9014 in the amount of \$3,972.80 for Spring flowers: annual flower planning and removal of all fall flowers from the bed(s) and complete tilling installation of flowers and to be paid on completion and presentation of invoices.

Resolution #9 5/29/2024

- Upon motion duly made, the Board agreed,
To approve the McFall and Berry Proposal #12936 in the amount of \$200.00 for building 89 (15310) rear of building, remove excess amount of fallen debris from windstorm and to be paid on completion and presentation of invoices.

Resolution #10 5/29/2024

- B. Interior Hallway Painting proposals-
- Upon motion duly made, the Board agreed,
To refer all interior hallways painting to the assigned committee that will be created soon.

Resolution #11 5/29/2024

- C. Welsh Roofing proposal dated: 5/19/2024
- Upon motion duly made, the Board agreed,
To approve Welsh Roofing proposal dated: 5/19/2024, in the amount of \$9,680.00 for 15211 Elkridge Way to remove all modified bitumen roofing membrane and insulation from front entrance roof.

Resolution #12 5/29/2024

- D. PPD proposal
- Upon motion duly made, the Board agreed,
To approve the PPD proposal dated 5/23/2024 in the amount of \$1,860.00 for 15211 Elkridge Way 94-1J and common area hallway – shut down water to the building and remove approximately 10ft section of 1 ½ inch copper water line that has a very slow leak in it and to be paid on completion and presentation of invoices.

Resolution #13 5/29/2024

- E. Manders Company Proposal-Brick and Concrete repair in buildings 89 and 93-
- Upon motion duly made, the Board agreed,
To approve the Manders Companies proposal for 15201 Elkridge Way and 15310 Beaverbrook Ct. for brick repairs and spot caulking: 15201 Elkridge way in the amount of \$11,500.00 and 15310 Beaverbrook Ct. in the amount of \$650.00, please see proposal for a complete scope of work.

Resolution #14 5/29/2024

- F. ABM-(Dugan) 93-1K and (Berman) 93-2B-
- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 15201 Elkridge Way 93-2B for new flooring and carpet in the bedrooms.

Resolution #15 5/29/2024

- Upon motion duly made, the Board agreed,
To approve the ABM submitted by 15201 Elkridge Way 93-1K for primary bathroom renovation, subject to receive the two more signatures from neighbors.

Resolution #16 5/29/2024

- G. Building Representative Appointments-
- Upon motion duly made, the Board agreed,
To approve the following:
-Building 91-George Samara-add as assistant to Virginia Austin
-Building 93-Melinda Kelly- new building representative-recommended by Mike

- Benefiel. Mike Benefiel will be mentor and assistant building representative.
- Building 89-Connie Costa has returned as building representative. Linda Baker will be assistant to Connie Costa.
- Building 92- Jack Sprinkle add as assistant to Rita Mastrorocco

Resolution #17 5/29/2024

- H. Parking Space Assignments-
 - Upon motion duly made, the Board agreed,
 - To approve the following:
 - Parking Space #21- availability was posted from 5/10/2024-5/16/2024
 - no requests were received.
 - Temporarily assigned to unit 88-2J
 - Parking Space #22- availability was posted from 4/25/2024-5/3/2024
 - no requests were received.
 - Temporarily assigned to Unit 88-3F

Resolution #18 5/29/2024

- I. Revised Building Rep Guidelines draft dated 5/15/2024
 - Upon motion duly made, the Board agreed,
 - To approve the building representative guidelines draft dated 5/15/2024.

Resolution #19 5/29/2024

- J. Proposed Bylaw Amendment-
 - Upon motion duly made, the Board agreed,
 - To approve Nancy Sprinkle, Senior Property Manager to get legal opinion from the Attorney on how to go about reducing percentage of the unit owner vote to amend Bylaws from 66 2/3 to 51%.

Resolution #20 5/29/2024

- K. Insurance claim-15211 Elkridge Way-
 - Upon motion duly made, the Board agreed,
 - To approve reimbursement to LWMC for insurance claim final close out 10/21/22 in the amount of \$1,391.43 for 15211 Elkridge Way-leak in the condensation line in the ceiling on the 3rd. floor near the elevator.

Resolution #21 5/29/2024

10. Correspondence
 - A. July 4th Parade Invitation- Mr. Don Bonn will respond to the invitation informing that Mutual 19B decided not to participate.
 - B. White Elephant sale- a flyer was included in the agenda packet for all board member.
11. Leisure World Board of Directors and Advisory Committee Reports- Mr. Bonn shared some valuable information about the meeting. Mr. Dunn was not able to attend the meeting.
12. Building Representatives-Buildings representatives had the opportunity to share information about their individual buildings.
13. Old Business-

14. New Business-
 - a. Need to replace roof dryer vents- Mr. Bonn asked Nancy Sprinkle, Senior Property Manager to get proposals to get it up to code, required by the county.
15. Monthly Meeting Date: Monday June 17, 2024 – 2:00 P.M Hybrid.
13. Meeting adjourned at: 4:12pm

Rita M. Mastrococco, Secretary

Treasurer Report - For Statements Received From LWMC on 6/14/24

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>	
As of May 31, 2024			May 2024	
Balance Forward	\$157,397.98		\$22,475	Favorable To Budget
Receipts	\$182,081.34		Year To Date	
Disbursements - Less Voided Checks	<u>-\$156,739.92</u>		\$39,845	Favorable To Budget
Cash Balance	\$182,739.40			
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 5/31/24	As of 1/1/24	Year To Date	Year To Date
Replacement Reserve	\$1,860,768.33	\$1,786,741.13	\$21,671	
Maintenance Reserve	\$212,817.62	\$227,380.49	\$38,826	
Insurance Reserve	-\$6,003.40	\$891.67	\$27,927	
Checking/ Money Market	<u>\$206,020.33</u>	<u>\$209,248.50</u>		
Totals	\$2,273,602.88	\$2,224,261.79	\$88,424	\$140,994

06/12/2024
3:33 PM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2024

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
156,237	156,237	781,185	781,185	0	781,185	0
5,304	3,206	26,274	16,030	10,244	16,030	10,244
150	0	540	0	540	0	540
6,973	0	88,424	0	88,424	0	88,424
(28,244)	(26,148)	(140,994)	(130,740)	(10,254)	(130,740)	(10,254)
140,420	133,295	755,429	666,475	88,954	666,475	88,954
114	114	569	570	1	570	1
83	0	83	0	(83)	0	(83)
7,553	7,553	37,765	37,765	0	37,765	0
330	294	1,649	1,470	(179)	1,470	(179)
477	0	720	0	(720)	0	(720)
810	125	2,430	625	(1,805)	625	(1,805)
9,366	8,086	43,216	40,430	(2,786)	40,430	(2,786)
2,308	2,931	11,538	14,655	3,118	14,655	3,118
1,912	1,912	9,561	9,560	(1)	9,560	(1)
387	208	387	1,040	653	1,040	653
0	308	4,135	1,540	(2,595)	1,540	(2,595)
0	500	2,480	2,500	20	2,500	20
0	42	0	210	210	210	210
0	333	0	1,665	1,665	1,665	1,665
(370)	117	678	585	(93)	585	(93)
0	833	0	4,165	4,165	4,165	4,165
0	2,000	2,484	10,000	7,516	10,000	7,516
553	318	1,567	1,590	23	1,590	23
4,790	9,502	32,829	47,510	14,681	47,510	14,681
5,690	3,176	16,336	15,880	(456)	15,880	(456)
0	1,073	0	5,365	5,365	5,365	5,365
(2,865)	13,972	83,094	95,808	12,714	95,808	12,714
0	4,882	0	24,410	24,410	24,410	24,410
12,776	11,070	62,095	44,278	(17,817)	44,278	(17,817)
15,601	34,173	161,525	185,741	24,216	185,741	24,216

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 Mutual Revenue And Expense Statement
 05/31/2024

06/12/2024
 3:33 PM
 3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	6401	0	835	835
667	667	0	6403	1,695	3,335	1,640
0	0	0	6414	34	0	(34)
667	834	167		1,729	4,170	2,441
30,424	52,595	22,171		239,298	277,851	38,553
0	0	0		21,671	0	(21,671)
482	0	(482)		3,769	0	(3,769)
203	0	(203)		1,423	0	(1,423)
3,048	0	(3,048)		3,048	0	(3,048)
0	0	0		4,685	0	(4,685)
1,006	0	(1,006)		1,241	0	(1,241)
0	0	0		181	0	(181)
665	0	(665)		5,536	0	(5,536)
541	0	(541)		541	0	(541)
900	0	(900)		15,930	0	(15,930)
128	0	(128)		128	0	(128)
0	0	0		2,345	0	(2,345)
0	0	0		27,927	0	(27,927)
6,973	0	(6,973)		88,424	0	(88,424)
51,431	51,431	0		257,156	257,155	(1)
51,431	51,431	0		257,156	257,155	(1)
14,680	14,833	153		73,402	74,165	763
4,963	4,963	0		24,817	24,815	(2)
5,527	5,527	0		27,633	27,635	2
25,170	25,323	153		125,852	126,615	763
113,999	129,349	15,350		710,730	661,621	(49,109)
26,421	3,946	22,475		44,699	4,854	39,845

MUTUAL 19B
CASH INVESTMENTS
May 31, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							182,739.40	182,739.40
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%			157,466.70	24,309.80	21,868.62		203,645.12
	PACIFIC NATIONAL BANK	3.99%			36,890.23	192,702.50	55.12		229,647.85
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	79,928.38				79,928.38
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
					8,840.89	(4,194.68)	(27,927.14)	23,280.93	
TOTAL									
					1,860,768.33	212,817.62	(6,003.40)	206,020.33	2,273,602.88

DUE TO FROM:

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