



**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 – August 31, 2022, Board Meeting Minutes (Attachment)---- 3-8
5. Unit Owners and Residents Open Forum
6. Treasurer’s Report-(Attachment)----- 9
  - a. Investment Activities Approval-----10
  - b. Invoice Approval (Attachment)-----11
  - c. Insurance Claim-94-2G-----12-14
7. Unfinished Business –
  - a. Building 91 updates, including Schindler elevator and follow-up, update on PPD special projects, new lobby directory of residents, more (Ginny Austin’s list);
  - b. Schindler Elevator Modernization: updates in Building 90 (Maureen McCleary)
  - c. REI/Drayco: inspect and clear storm drains behind Bldgs. 90, 91, & 92 on 9/26
  - d. Results of September 14 Special Bylaws meeting, and next steps
  - e. Budget for 2023, updates on increases in costs for insurance, electricity, community facilities fees
8. New Business –
  - a. A Bench for building 88- (John Barr)
  - b. Furniture fit Lobby B.91-Virginia Austin
  - c. Proposal: McFall & Berry (Fall 2022 Flower plantings)-----15
  - d. Ratify AWM Res#60 and Res #63 (REI/Drayco & Minkoff)-----16-17
  - e. ABM- Kreuter-----18-22
9. Correspondence
  - a. Legal opinion on Special Bylaws Meeting Results-----23-25
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, October 26, 2022 – 1:00 P.M.
13. Meeting Adjournment:





Res. 46-62

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, August 31, 2022, at 1:00p.m. in the Sullivan room.

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

Directors Absent: Jack Dunn, Vice President John Barr, Director

Management: Bob Kimble, General Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Kenya Ibanez, Claudia Snider, Gary Rubino, Connie Costa, Jane Gervais, Ellen Lederman

**Via Zoom:** George Samara, Vickery Brewer, Janet Lazar, Joann Grant, Mary Rossi, Dennis Hawkins

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda is approved, as amended.
3. Community Report – Mr. Kimble presented the August 2022 Community Report and addressed all questions asked.
4. LW Insurance Dept: Kenya Ibanez and Claudia Snider- explained how insurance is handled: **Under \$50,000** is an insurance incident and **over \$50,000** is an insurance claim. They also addressed all questions asked.
5. Approval of July 27, 2022, Regular Board Meeting Minutes – The July 27, 2022, regular Board meeting minutes were approved as presented.
6. Unit Owner's and Resident's Open Forum –
7. Treasurer's Report – The treasurer's report was presented and was distributed for the Board's review.

The Board approved the treasurer's report as presented.

a. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR   INVOICE #   DESCRIPTION
\$998.68	<p><b><u>Schindler Elevators Invoice #7153536099</u></b>- Service on elevator requested, elevator out of service stuck on 2<sup>nd</sup> floor building 91. Dated: 7/28/2022</p> <p style="text-align: center;"><b><u>Resolution #46 8/31/2022</u></b></p>
\$27,778.14	<p><b><u>Minkoff Company Invoice # 16000</u></b>- Change order-soffit/ gutter. Dated: 8/15/2022</p> <p style="text-align: center;"><b><u>Resolution #47 8/31/2022</u></b></p>
\$1,170.00	<p><b><u>Dominion Elevator Inspection Services Invoice # 120882</u></b>- Annual inspection in buildings 88,89,90,92,93 and 94. Dated: 7/29/2022</p> <p style="text-align: center;"><b><u>Resolution #48 8/31/2022</u></b></p>
\$1,096.25	<p><b><u>Infestation Control Invoice #s</u></b> <b><u>91164/88948/91310/86813/88110/89251</u></b> 15211-unit 1f-treat rodents/15201 unit 3h-treat fleas/153001-unit 2G-treat rodents. 6/14/22- Monthly service, /7/12/22-monthly service, 8/9/22-monthly service. Dated 8/23/2022</p> <p style="text-align: center;"><b><u>Resolution #49 8/31/2022</u></b></p>
\$3,058.00	<p><b><u>Dynalectric Company Invoice # 43083 (\$680.00 and #43725 (\$2,378.00)</u></b> -performed state elevator testing, state inspection. Installed Cell Communicator with Antenna. Dated: 6/15/2022 &amp; 7/20/2022</p> <p style="text-align: center;"><b><u>Resolution #50 8/31/2022</u></b></p>
\$2,675.00	<p><b><u>McFall and Berry Invoice # 217387</u></b> -Building 91 take down and remove large dead Oak tree right side rear corner of building. Dated: 8/22/22</p> <p style="text-align: center;"><b><u>Resolution #51 8/31/2022</u></b></p>



<b>\$12,416.65</b>	<p><b><u>Minkoff Company Invoice #17264-</u></b> repair due to water/sewage damage in building 94-IE. Dated: 6/22/2022</p> <p style="text-align: center;"><b><u>Resolution #52 8/31/2022</u></b></p>
<b>\$4,932.00</b>	<p><b><u>LWMC Invoice #217516-</u></b> Anti slip stair tread in buildings 88,89,90,92,93, and 94. Dated: 8/31/2022</p> <p style="text-align: center;"><b><u>Resolution #53 8/31/2022</u></b></p>

-Upon motion duly made, the Board agreed,

To approve payment to LWMC Insurance Claim for the Storage Room fire started in cage 2K in building 15210 Elkridge Way in the amount of \$16,550.20 Dated: 6/13/2022

**Resolution #54 8/31/2022**

-Upon motion duly made, the Board agreed,

To approve payment to Schindler Elevator Corporation Invoice

# 7153507325 in the amount of \$2,603.02 for services dates 5/24-25/2022 for pumped pits and performed preventive maintenance. Subject to check/review with the Insurance department to make sure this is not part of a claim.

**Resolution #55 8/31/2022**

b. Investment Activities approval:

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note with the entire proceeds of the First Internet Bank CD that matures on September 18, 2022, plus any interest earned at the best available rate for 36 months.



**Resolution #56 8/31/2022**

8. -Unfinished Business -

- a. Building 91 updates, including Comcast, Schindler, Minkoff, Exterior Concepts, Sentral, Dynalectric more:
- b. Bylaws Update, special meeting of Council of Unit Owners, Sept. 14, 2022, at 2:00pm at the Montgomery Room and via zoom link below:  
Join Zoom Meeting  
<https://us02web.zoom.us/j/9199499755?pwd=N2g0L1kzMlVSUHRyRGpwaDQweUtuUT09>  
  
Meeting ID: 919 949 9755  
Passcode: 3555  
One tap mobile  
+13017158592,,9199499755#,,,,\*3555# US (Washington DC)  
  
Dial by your location  
+1 301 715 8592 US (Washington DC)  
Meeting ID: 919 949 9755  
Passcode: 3555  
Find your local number: <https://us02web.zoom.us/u/keDsEPKts4>
- c. Landscaping restoration between Buildings 90 & 91 update: The board and mutual assistant are actively working on finding a company to do this project.
- d. Preparing for the September “Elevator Modernization” in Building 90 [15311 Beaverbrook Ct.]: Handouts we included in the board packet for all board members.

9. New Business -

- a. Bench for building 88- Mr. Barr- action deferred until our Sept. monthly board meeting.
- b. Proposal: McFall and Berry #5326

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal #5326 in the amount of \$750.00 for 15300 Beaverbrook Ct (b.88) Oak tree pruning, remove all deadwood and sucker growth on the inter of Oak tree closest to building.

**Resolution #57 8/31/2022**

- c. Ratify: Action Without Meeting Resolution #45

-Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting resolution #45 to approve Dynalectric Company Electrical Contractors- annual Fire Extinguisher unit test t in the amount of \$1, 621.00- to provide the labor and equipment to perform the 2022 Annual Fire Extinguisher Unit testing required by code in accordance with the following, Annual Fire Extinguisher Unit Test to inspect. Annual Fire Extinguisher Unit Test: Testing will be done during normal working hours, Monday through Friday from 6:00A.M. to 3:00P.M., holidays excluded. This is the total price for testing beginning August 1, 2022, through July 31, 2023. This price does not include service calls, replacement parts, maintenance, or replacement of Fire Extinguisher Units. This price is based on the TERMS AND CONDITIONS set forth by Dynalectric Company. See attached documents for the complete scope of the contract.

**Resolution #45, 8/19/2022**

d. Mutual 19B Holiday Party Dec 16, 2022

-Upon motion duly made, the Board agreed,

To change the date of the Mutual 19B holiday party to January 2023 in order for residents from building 91 to attend, and a budget of \$4,000 was also approved.

**Resolution #58 8/31/2022**

e. Minkoff Estimate for Water Damage repairs

-Upon motion duly made, the Board agreed,

To approve the Minkoff Company, Inc. proposal dated 8/16/2022 in the amount of \$8,816.64 for water damage and repairs in 15201 Elkridge Way (b. 93) unit 1D.

**Resolution #59 8/31/2022**

f. Budget 2023- Pending for September board meeting

g. ABM- Mahan-93-3D-

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Kris Mahan from 15201 Elkridge Way unit 3D for window/Patio Door/skylight.

**Resolution #61 8/31/2022**

h. ABM-Hodgdon-93-3A-

-Upon motion duly made, the Board agreed,



To approve the ABM submitted by Mary Hodgson from 15201 Elkridge Way unit 3A for replacing all windows in the unit.

**Resolution #62 8/31/2022**

10. Correspondence- no update at this time.
11. Leisure World Board of Directors and Advisory Committee Reports-
12. Building Representatives: Ms. Goldsborough mentioned that there are lots of events coming, encouraging all residents to see the LW News and TV.
13. Monthly Meeting Date: Wednesday September 28, 2022, at 1:00pm
14. Meeting adjourned at 4:08 PM.

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Rita M. Mastrorocco, Secretary

Mutual 19B - September 28, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 8/1/22	\$ 229,151.78
Total Receipts - August	153,616.67
Total Disbursements - August	<u>(357,715.49)</u>
Balance - 8/31/22	\$ 25,052.96

Net Operating Expenses

Year To Date - 8/31/22	\$ 29,276	Over Budget
Month of August - 2022	\$ 15,294	Over Budget

Cash Investments

	<u>8/31/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,806,900.37	\$1,841,362
Maintenance Reserve	241,937.32	226,827
Insurance Deductible Reserve	34,557.82	27,795
Other	<u>20,993.03</u>	<u>67,192</u>
Total	\$2,104,388.54	\$2,163,176

Delinquent Report (as of September 16, 2022)

- 12 accounts (not from Bldg. #91) have charges of \$7,759.25.
  - \$2,039.25 of the \$7,759.25 are for two insurance claims.
  - \$2,977.00 of the \$7,759.25 are current charges from 7 accounts.
  - \$2,743 left, \$1,319 from 4 > 30 days, \$688 from 2 > 60, \$736 from 5 > 90)
  - There are 5 accounts from Bldg. #91 totaling \$43,803.00.
  - 1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20 and an insurance claim of \$597.40 from 9/2/21 for a total of \$1,426.40.
- Total Delinquent = \$52,988.65

Reserve Expenditures - YTD 8/31/22

Replacement Reserve	\$ 138,235
Maintenance Reserve	31,022
Insurance/Legal	<u>0</u>
Total	\$ 169,257

To Reserves YTD 8/31/22

\$156,791



09/14/2022  
12:19 PM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
08/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
129,819	129,819	0	5110	1,038,552	1,038,552	0
1,559	472	1,087	5111	10,919	3,776	7,143
105	0	105	5114	735	0	735
1,636	0	1,636	5200	169,257	0	169,257
<u>(19,796)</u>	<u>(18,454)</u>	<u>(1,342)</u>	5800	<u>(156,791)</u>	<u>(147,632)</u>	<u>(9,159)</u>
113,322	111,837	1,485		1,062,672	894,696	167,976
19	0	(19)	6110	19	0	(19)
88	88	1	6112	700	704	4
0	0	0	6115	4,250	4,250	0
14,643	12,445	(2,198)	6118	101,758	99,560	(2,198)
0	0	0	6118	726	0	(726)
286	275	(11)	6118	2,289	2,200	(89)
0	0	0	6119	300	0	(300)
0	0	0	6119	857	0	(857)
520	933	413	6120	4,160	7,464	3,304
0	0	0	6125	210	0	(210)
0	208	208	6138	700	1,664	964
15,555	13,949	(1,606)		115,968	115,842	(126)
2,931	2,686	(245)	6202	20,515	21,488	973
1,857	1,857	0	6204	14,690	14,856	166
0	167	167	6204	0	1,336	1,336
0	111	111	6204	445	888	443
0	250	250	6209	4,871	2,000	(2,871)
0	333	333	6211	3,318	2,664	(654)
0	250	250	6211	1,858	2,000	142
0	33	33	6211	0	264	264
0	480	480	6211	0	3,840	3,840
1,067	1,167	100	6214	18,714	9,336	(9,378)
306	187	(119)	6224	1,901	1,496	(405)
6,160	7,521	1,361		66,311	60,168	(6,143)
3,494	1,980	(1,514)	6301	24,950	22,440	(2,510)
0	(669)	(669)	6301	0	(5,352)	(5,352)
26,268	9,060	(17,208)	6301	136,216	102,680	(33,536)

09/14/2022  
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**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
08/31/2022

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	1,353	1,353	6301	0	10,824	10,824
9,771	16,699	6,928	6303	73,725	94,118	20,393
39,533	28,423	(11,110)		234,891	224,710	(10,181)
			97 Electric Pr Yr MM			
			99 Water			
			TOTAL UTILITY EXPENSES			
			OTHER EXPENSES			
0	167	167	01 Activities	0	1,336	1,336
667	667	0	Bad Debt	5,334	5,336	2
667	834	167	TOTAL OTHER EXPENSES	5,334	6,672	1,338
61,915	50,727	(11,188)	TOTAL OPERATING EXPENSES	422,505	407,392	(15,113)
			RESERVE EXPENSES			
0	0	0	06 RR Elevator	61,913	0	(61,913)
0	0	0	15 RR Roofs	73,922	0	(73,922)
0	0	0	53 RR Reserve Study	2,400	0	(2,400)
229	0	(229)	03 MR Electrical	3,441	0	(3,441)
93	0	(93)	05 MR Plumbing	1,183	0	(1,183)
1,314	0	(1,314)	08 MR HVAC	3,132	0	(3,132)
0	0	0	09 MR Gutters	(1,200)	0	1,200
0	0	0	10 MR Other	90	0	(90)
0	0	0	12 MR Building Maint	3,443	0	(3,443)
0	0	0	20 MR Dryer Vents	13,796	0	(13,796)
0	0	0	30 MR Ceiling Repairs	1,450	0	(1,450)
0	0	0	31 MR Mold	5,687	0	(5,687)
1,636	0	(1,636)	TOTAL RESERVE EXPENSES	169,257	0	(169,257)
			COMMUNITY FACILITIES			
8,543	8,211	(332)	10 Administration	66,370	65,688	(682)
2,767	2,587	(180)	20 Education & Recreation	20,232	20,696	464
3,139	2,407	(732)	21 Club House II	21,424	19,256	(2,168)
227	(32)	(259)	22 LW News	890	(256)	(1,146)
96	197	101	25 Food Service	1,265	1,576	311
71	(15)	(86)	30 Medical Center	546	(120)	(666)
1,562	647	(915)	40 PPD Management	9,550	5,176	(4,374)
1,619	1,619	0	41 Grounds	12,953	12,953	0
1,853	1,861	8	43 Trash	15,183	14,888	(295)
12,812	13,020	208	58 TV	101,339	104,160	2,821
1,012	1,115	103	60 Transportation	8,152	8,920	768
5,446	4,971	(475)	65 Security	44,259	39,768	(4,491)
725	561	(164)	70 Street Lights	5,124	4,488	(636)



09/14/2022  
12:19 PM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
08/31/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
1,103	953	(150)	80 Golf Course	7,668	7,624	(44)
146	208	62	81 Pro Shop	1,822	1,664	(158)
28	27	(1)	85 Comm Call System	221	216	(5)
309	309	0	90 Snow Reserve	2,468	2,468	0
3,942	3,942	0	92 Prop Maint Rsv	31,532	31,532	0
865	865	0	93 Contg Rsv	6,922	6,922	0
1,392	1,392	0	95 Repl Rsv	11,140	11,140	0
0	657	657	98 Salary Adjustment	0	5,256	5,256
47,657	45,502	(2,155)	TOTAL COMMUNITY FACILITIES	369,060	364,015	(5,045)
6,131	5,773	(358)	MUTUAL OPERATING	47,630	46,184	(1,446)
5,039	5,039	0	10 Administration	40,312	40,312	0
564	0	(564)	41 Grounds	3,848	0	(3,848)
622	189	(433)	42 Special Projects	4,186	1,512	(2,674)
4,250	4,250	0	44 Community Services	34,000	34,000	0
51	118	67	50 Janitorial	411	944	533
(245)	0	245	52 After Hours	98	0	(98)
(304)	0	304	53 Electrical Maint	(1,347)	0	1,347
(366)	0	366	54 Plumbing Maint	(2,438)	0	2,438
1,575	0	(1,575)	55 Building Maint	5,050	0	(5,050)
82	0	(82)	56 HVAC	888	0	(888)
0	231	231	57 Appliance Maint	0	1,848	1,848
17,400	15,600	(1,800)	100 Salary Adjustment	132,637	124,800	(7,837)
128,608	111,829	(16,779)	TOTAL MUTUAL OPERATING	1,093,458	896,207	(197,251)
(15,286)	8	(15,294)	TOTAL EXPENSES	(30,787)	(1,511)	(29,276)
			INCOME/DEFICIT			

MUTUAL 19B  
CASH INVESTMENTS  
August 31, 2022

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							25,052.96	25,052.96
<b>MONEY MARKET</b>								
AXOS BANK	0.05%						0.05	0.05
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
JOHN MARSHALL BANK	0.35%			129,804.71	71,060.46	7,665.77		208,530.94
AXOS BANK	0.05%			8.49	3,986.25	5,976.19		9,970.93
PACIFIC NATIONAL BANK	0.55%			31,972.50	166,890.17	20,915.86		219,778.53
<b>CERTIFICATES OF DEPOSIT</b>								
100024 FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100033 FORBRIGHT BANK	0.35%	105,668.10	10/18/2022	109,171.48				109,171.48
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	56,112.34				56,112.34
100035 FORBRIGHT BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	113,310.26				113,310.26
100039 CAPITAL BANK	0.35%	151,284.98	10/05/2023	151,284.98				151,284.98
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
100041 PARAMOUNT BANK	0.75%	165,177.88	01/21/2023	167,646.49				167,646.49
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
<b>T-NOTES</b>								
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
DUE TO FROM:								
		4,059.54		4,059.54	0.44	0.00	(4,059.98)	
<b>TOTAL</b>				<b>1,806,900.37</b>	<b>241,937.32</b>	<b>34,557.82</b>	<b>20,993.03</b>	<b>2,104,388.54</b>



# Community Report

## Community Financials

**Year to date: net operating expenses are unfavorable to budget by \$357,616**

Income:	394,281 <i>Unfavorable to budget</i>
Expenses:	36,665 <i>Favorable to budget</i>
Net Income:	357,616 <i>Unfavorable to budget</i>

**Period ending August 31, 2022: net operating expenses are unfavorable to budget by \$92,755**

Income:	88,651 <i>Unfavorable to budget</i>
Expenses- Salary/ Benefit:	48,948 <i>Favorable to budget</i>
Expense-Overhead:	53,052 <i>Unfavorable to budget</i>
Net Income:	92,755 <i>Unfavorable to budget</i>

## Property Transfers

	<u>Current Month</u>		<u>Year-to-Date</u>	
	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
Total property transfer for August:	46	31	297	308
Total transfer contributions:	\$229,944	\$232,509	\$1,326,580	\$2,137,656

## Current Staff Priorities

**2023 Operating Budget Preparations** – The software used previously is no longer available, so the budget is being prepared differently this year. A draft budget will be prepared and submitted for Board approval at the September board meeting.

**Physical Properties Department** – The Business Manager/ Facilities Director position has been filled.

**New Property Management/ Accounting Software** – A recommendation will be made from the Management Team to the GM.

## Current Staff Priorities

RFID installations were completed at Creekside. A schedule has been made for installations for the remaining High Rise Mutuals.

## **Civil Engineering Services Contract Report**

The O'Connell & Lawrence prepared Gleneagles Drive culvert design construction documents have been let-out-for-bid to four qualified utility service contractors. Bids are due by Friday September 16<sup>th</sup> and will be reviewed by PPD management. Construction start is projected for early October after contract approval by the LWCC Board at their September 28<sup>th</sup> meeting. Construction will necessitate detours to limit Gleneagles Drive through traffic as full roadway closure will be required until the culvert replacement is completed. The project construction should take 8-10 weeks – weather depending.

## **Project Status Update**

### **Clubhouse 1 and Circular Drive –**

LWMC is in the process of closing-out the project with Warfel Construction including final inspection documentation from Montgomery County DPS, final certificate for payment and release of construction cost retainage, receipt of 'as-built' drawings, receipt of O&M (operations and maintenance manuals), and acceptance of the architect's substantial completion and punch-list documentation. LWMC will be securing certification of construction by the civil engineer including exterior wall location survey, stormwater management devices deemed operational, and removal of sediment control measures. The MNCPPC (Maryland National Capital Parks and Planning Commission) performance bond has been reduced to 50% with the final release scheduled after the first year of operations. Installation of a curb ramp to be located near the extended building entrance canopy drop-off at the circular drive is being evaluated by CPAC. The inclusion of a curb ramp for resident vehicular drop-off to access the Terrace Room restaurant has been declared necessary. This additional construction work will be managed by PPD's Community Services Department.

### **Admin Building –**

The MNCPPC (Maryland National Capital Parks and Planning Commission) public hearing is projected for October 6<sup>th</sup>. Meeting confirmation will hopefully be provided to LWMC by late next week. Revised construction documents by RLPS Architects, MEP and structural consulting engineers, and Stantec civil engineer are in review by Montgomery County for permits. Warfel Construction will begin the formal bid process, expected to take 3-4 weeks, once all County approvals are in hand. The bid process will occur ahead of the year-end price increases with a reasonable time allotment for long-lead construction equipment procurement such as electrical switchgear, storefront systems, structural steel, elevator, and lighting. etc. Therefore, an optimistic construction start is expected to occur in March 2023.

## **HR Corner - New Hires in June**

- Carranza De Gonzalez, Berly Marisol – Administrative Assistant (VPW)
- Callejas, Christian J. – Gate Guard (Security)
- Ibanez, Jeffrey G. – Visual Audio Specialist (IT)
- Matias, Pedro David – Postal Clerk (Post Office)
- Pelaez, Tristan T – Golf Course Technician II (Golf Maintenance)