



**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, Lewis, Hawthorn, Bonn)-
2. **Approval of the Agenda-**
3. **Approval of Minutes – August 30, 2023, Board Meeting Minutes (Attached)----- 1-4**
4. **Unit Owners and Residents Open Forum-**
5. **Treasurer’s Report----- (Attached)-----5**
  - a. **Invoice Approval – (Attached)-----6-23**
  - b. **CD Resolution-(Attached)-----24**
6. **Management Report- (Mr. Brunelle)**
  - a. **Community Report-(Attached)-----25-26**
  - b. **Proposals:**
    1. **Busy Ditch Inc-(Attached)-----27-30**
    2. **ESSI-Video Surveillance System Installation-(Attached)---31-46**
7. **Old Business –**
  - a. **Handicap parking spaces; Elkridge Way parking lot -Don Bonn (Attached)-47-57**
  - b. **Submetering Committee- Bob and Jack**
    1. **Submeter Update-Don Bonn (Attachment)--58**
8. **New Business –**
  - a. **Draft Asbestos Resale Disclosure-(Attached)---59**
9. **Correspondence-**
10. **Leisure World Board of Directors and Advisory Committee Reports**
11. **Building Representatives-**
12. **Monthly Meeting Date – Wednesday, October 25, 2023 – 1:00 P.M.**
13. **Meeting Adjournment -**



Res. #43-56

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 30, 2023, at 1:00 p.m. in the Sullivan room.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Clayton Lewis, Director; Don Bonn, Director; and Arsenetta Hawthorne, Director.

Directors Absent: None

Management: Bob Brunelle, Senior Property Manager, Danesca Pineda, Mutual Assistant.

Visitors: In Sullivan room: Virginia Austin, Charlie Middleton, Jane Gervais, Connie Costa, George Samara, Ginger Samara, and Maureen McCleary.

Via Zoom: Dennis Hawkins., JoAnn Grant, Laurie Farnsworth

1. Call to Order - Mr. Benefiel called the meeting to order at 1:01pm
2. Approval of the Agenda - The agenda was approved, as presented.
3. Approval of July 26, 2023, Regular Board Meeting Minutes - July 26, 2023, 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.
5. 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
\$1,460.00	<u>McFall and Berry Invoice #22215</u> - 2023 lawn recommendations apply spot treatment of fiesta. Dated: 7/25/2023.
\$3,097.50	<u>ESSI invoice #6161392</u> - ESSI will finish and install in B. 93 IP network dome camera, one counting kit, one 8-channel Ip network video recorder, one security monitor, one uninterrupted power supply, one lockable metal enclosure. Dated: 7/31/2023.
\$1,147.50	<u>Infestation Control invoice dated 8/14/2023</u> - 15301-2k treat rodents, 15301-2c treat roaches, 15201-monthly service, 15301-2j customer svc/insp/svc call, 152112e-treat rodents, 15301-1d- treat ants. Dated: 8/14/2023
\$1,365.00	<u>Dominion Elevator Inspection Services Invoice #12153</u> - Annual test b.93, Annual inspection b.91, annual inspection b. 94. Dated: 8/23/2023
\$13,025.00	<u>LWMC Invoice #233974</u> - work performed in b.94 replaced HVAC system per proposal invoice for work order #241017. Dated: 8/23/2023

**Resolution #43 8/30/2023**

B. Insurance Claim: 89-3J

- Upon motion duly made, the Board agreed,  
To approve payment to LWMC insurance claim for 15310 Beaverbrook Ct. (89-3J)

occurrence dated 3/30/2023 in the amount of \$2,097.97, worn hose in washer caused

leaking into unit 89-2J, water damage clean and repairs. Upon receiving a satisfactory explanation from the Insurance Department requested by management. If it is determined that this is the owner's responsibility, Mutual will request reimbursement from the unit owner of 89-3J. **Resolution #44 8/30/2023**

C. CD Resolution

- Upon motion duly made, the Board agreed,  
To approve motion to authorize the Leisure World Accounting Staff to purchase a T-Note or CD with the entire proceeds of the Gateway First Bank CD that matures on August 31, 2023, plus any interest earned at the best available rate for 36 months. **Resolution #45 8/30/2023**

6. **Management Report**- Mr. Brunelle shared a report with updates on all items assigned to management at the last board meeting, it was included in the board packets for review.

A. Community Report- The community report was included in the board packets

for review. Mr. Brunelle addressed all questions.

B. Ratify AWM Res#42 8/10/2023.

- Upon motion duly made, the Board agreed,  
To ratify Action Without Meeting to approve McFall and Berry proposal in the

amount of \$1,752.00 for annual flower planting will include: Removal of all Spring flowers from the bed(s) and complete tilling Installation of flowers Granular fertilization, re- edging, and mulching of the beds Watering of all flowers at installation. Deer repellent spraying does not guarantee against deer or other animal damage; McFall and Berry cannot be held responsible for such damage. Please see attached documentation for complete work scope.

**Resolution #46 8/30/2023**

C. Proposals:

1. McFall & Berry-

- Upon motion duly made, the Board agreed,  
To approve the McFall and Berry proposal #9741 as amended in the amount of \$3,500.04 for August 2023 tree removals: B.90 rear of building, in natural area, B.94 rear of building in natural area, B.92 rear of building near parking lot.

**Resolution #47 8/30/2023**

2. Amicus Elevator Consultants LLC-

- Upon motion duly made, the Board agreed,  
To approve the Amicus Elevator Consultants LLC, Dated August 11, 2023, as amended, to Inspect elevators in buildings 92, 93, 94 upon receiving notification from Schindler Elevator that all the issues addressed by Amicus in elevator inside buildings 88 (15300 Beaverbrook Ct.) and 89 (15310 Beaverbrook Ct.) have been corrected and to request Amicus to re-inspect to verify.

**Resolution #48 8/30/2023**

3. Busy Ditch-

- Upon motion duly made, the Board agreed,  
To authorize Management to negotiate the Busy Ditch contract/  
agreement for  
the repair/replacement of up to 160 feet of storm drainpipe located  
adjacent and under the 15210 Elkridge Way.

**Resolution #49 8/30/2023**

4. ESSI-Video Surveillance System- Postponed for next month's  
Board meeting, September 27, 2023.

D. ABM's

1. Lederman 90-2F

- Upon motion duly made, the Board agreed,  
To approve the AMB submitted by Lederman 15311 Beaverbrook  
Ct. 90-2D for  
replacement of windows.

**Resolution #50 8/30/2023**

2. Samara 91-3G

- Upon motion duly made, the Board agreed,  
To approve the AMB submitted by Samara 15210 Elkridge Way  
91-3G for  
replacement of windows.

**Resolution #51 8/30/2023**

3. Gervais 92-2F

- Upon motion duly made, the Board agreed,  
To approve the AMB submitted by Gervais 15301 Beaverbrook Ct.  
92-2F for  
replacement of windows.

**Resolution #52 8/30/2023**

4. Muller 88-3K

- Upon motion duly made, the Board agreed,  
To approve the AMB submitted by Muller 15300 Beaverbrook Ct. 88-3K  
for

Windows and other items, see attached scope of work.

**Resolution #53 8/30/2023**

-Upon motion duly made, the Board agreed,  
To approve management/Mr. Brunelle to write a motion to authorize the  
Accounting Department to invest in future CDs on behalf of Mutual

**Resolution #54 8/30/2023**

**Motion to strike resolution #54 8/30/2023- Motion- Passed.**

E. Building inspections- Mutual Assistant and Mutual administration conducted  
an inspection of all the common area of the seven buildings, a report of the  
inspection  
was provided for all board members to review.

F. Elevator Modernization- Postponed for future meeting.

7. Old Business -

A. Elevator Modernization-Postponed for future meeting.

B. Sub-metering- Mr. Bonn shared helpful information with the board and residents.

8. New Business -

A. Add handicap parking space to the Elkridge Way parking lot-

- Upon motion duly made, majority of the Board agreed:

To obtain proposals to restripe the Elkridge Way parking lot and replace Handicap Parking signage in both Elkridge Way and Beaverbrook Ct parking lots to meet current ADA, State, and County requirements, per our Attorney's advice.

**Resolution #55 8/30/2023**

- Upon motion duly made, the Board agreed:

To authorize the accounting department to increase the M19B insurance legal reserve to \$50, 000.

**Resolution #56 8/30/2023**

9. Correspondence- None

10. Leisure World Board of Directors and Advisory Committee Reports

11. Building Representatives-none

12. Monthly Meeting Date: Wednesday September 27, 2023, at 1:00 pm

13. Meeting adjourned at: 4:59PM

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Secretary

Rita M. Mastrococco,

Treasurer Report - For Statements Received From LWMC on 9/15/23 and 9/21/23

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Aug 31, 2023			August 2023		
Balance Forward	\$74,241.54		\$38,847.00	Favorable To Budget	
Receipts	\$161,375.91		Year To Date		
Disbursements	<u>-\$146,519.72</u>		\$93,338.00	Favorable To Budget	
Cash Balance	\$89,097.73				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 8/31/23	As of 1/1/23	Year To Date	Year To Date	
Replacement Reserve	\$1,792,681.11	\$1,691,442.05	\$25,200.00		
Maintenance Reserve	\$228,672.25	\$217,561.01	\$26,207.00		
Insurance Reserve	\$13,918.56	\$7,041.23	\$0.00		
Checking/ Money Market	<u>\$78,571.35</u>	<u>\$37,356.59</u>			
Totals	\$2,113,843.27	\$1,953,400.88	\$51,407.00	\$169,344.00	
	<u>Delinquent Report As Of 9/16/23</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$13,365.92	\$4,615.53	\$289.74	\$782.00	\$7,678.65

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 08/31/2023

09/15/2023  
 2:04 PM  
 3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
151,323	151,323	1,210,584	1,210,584	0	1,210,584	0
4,473	1,250	29,340	10,000	3,223	10,000	19,340
45	0	285	0	45	0	285
5,624	0	5,624	0	5,624	0	5,624
1,292	0	51,407	0	1,292	0	51,407
(21,972)	(18,750)	(169,344)	(150,000)	(3,222)	(150,000)	(19,344)
140,785	133,823	1,127,896	1,070,584	6,962	1,070,584	57,312
140	101	753	804	(39)	804	52
0	0	2,550	5,100	0	5,100	2,550
7,553	15,079	110,045	117,573	7,526	117,573	7,528
280	286	2,240	2,288	6	2,288	48
1,363	0	1,363	0	(1,363)	0	(1,363)
682	0	1,546	0	(682)	0	(1,546)
0	58	0	468	58	468	468
10,017	15,524	118,496	126,233	5,507	126,233	7,737
2,450	2,931	23,878	23,448	481	23,448	(430)
1,857	1,912	18,043	15,299	55	15,299	(2,744)
0	167	2,328	1,332	167	1,332	(996)
390	176	2,210	1,411	(214)	1,411	(799)
0	333	2,419	2,668	333	2,668	249
0	393	446	3,144	393	3,144	2,698
0	250	341	2,000	250	2,000	1,659
0	0	3,390	0	0	0	(3,390)
0	833	2,800	6,668	833	6,668	3,868
0	0	2,358	0	0	0	(2,358)
116	2,000	5,957	16,000	1,884	16,000	10,043
304	313	2,319	2,498	9	2,498	179
5,117	9,308	66,487	74,468	4,191	74,468	7,981
2,119	3,120	28,193	35,360	1,001	35,360	7,167
0	(613)	0	(4,908)	(613)	(4,908)	(4,908)
11,562	16,011	149,436	181,458	4,449	181,458	32,022
0	(903)	0	(7,226)	(903)	(7,226)	(7,226)
8,166	17,050	74,682	96,100	8,884	96,100	21,418



09/15/2023  
 2:04 PM  
 MT19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 08/31/2023

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
21,847	34,665	252,310	300,784	12,818	300,784	48,474
0	167	(904)	1,332	167	1,332	2,236
(4,669)	667	0	5,332	5,336	5,332	5,332
(4,669)	834	(904)	6,664	5,503	6,664	7,568
32,312	60,331	436,389	508,149	28,019	508,149	71,760
0	0	25,200	0	0	0	(25,200)
0	0	4,850	0	0	0	(4,850)
1,084	0	6,259	0	(1,084)	0	(6,259)
0	0	908	0	0	0	(908)
0	0	2,955	0	0	0	(2,955)
0	0	4,784	0	0	0	(4,784)
0	0	311	0	0	0	(311)
0	0	700	0	0	0	(700)
124	0	1,539	0	(124)	0	(1,539)
85	0	3,228	0	(85)	0	(3,228)
0	0	673	0	0	0	(673)
1,292	0	51,407	0	(1,292)	0	(51,407)
7,741	9,059	70,682	72,476	1,318	72,476	1,794
3,254	3,503	23,320	28,022	249	28,022	4,702
1,756	2,405	16,684	19,234	649	19,234	2,550
265	399	2,833	3,192	134	3,192	359
21	141	370	1,124	120	1,124	754
(998)	(1,056)	(8,550)	(8,452)	(58)	(8,452)	98
1,075	1,239	8,783	9,912	164	9,912	1,129
3,006	1,184	17,229	9,477	(1,822)	9,477	(7,752)
1,323	1,323	10,584	10,584	0	10,584	0
2,051	2,180	13,738	17,438	129	17,438	3,700
13,185	13,018	105,103	104,143	(167)	104,143	(960)
660	1,193	8,692	9,542	533	9,542	850
5,824	6,256	47,888	50,047	432	50,047	2,159
685	687	6,294	5,492	2	5,492	(802)
1,432	1,407	9,564	11,256	(25)	11,256	1,692
(248)	523	2,416	4,183	771	4,183	1,767
<b>TOTAL UTILITY EXPENSES</b>						
<b>OTHER EXPENSES</b>						
01 Activities 6401						
Bad Debt 6403						
<b>TOTAL OTHER EXPENSES</b>						
<b>TOTAL OPERATING EXPENSES</b>						
<b>RESERVE EXPENSES</b>						
01 RR Concrete 6900						
01 MR Roofs 6900						
03 MR Electrical 6900						
04 MR Drainage 6900						
05 MR Plumbing 6900						
07 MR Pest Control 6900						
08 MR HVAC 6900						
09 MR Gutters 6900						
10 MR Other 6900						
12 MR Building Maint 6900						
24 MR Doors & Windows 6900						
<b>TOTAL RESERVE EXPENSES</b>						
<b>COMMUNITY FACILITIES</b>						
10 Administration 7100						
20 Lifestyle 7100						
21 Club House II 7100						
22 LW News 7100						
25 Food Service 7100						
30 Medical Center 7100						
35 Social Work 7100						
40 PPD Management 7100						
41 Grounds 7100						
43 Trash 7100						
58 TV 7100						
60 Transportation 7100						
65 Security 7100						
70 Street Lights 7100						
80 Golf Course 7100						
81 Pro Shop 7100						

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 Mutual Revenue And Expense Statement  
 08/31/2023

09/15/2023  
 2:04 PM

3701 Rossmoor Blvd.  
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
30	27	243	220	(23)	85 Comm Call System		
309	309	2,468	2,468	0	90 Snow Reserve		
3,942	3,942	31,532	31,532	0	92 Prop Maint Rsv		
695	695	5,561	5,561	0	93 Contg Rsv		
1,392	1,390	11,140	11,123	(17)	95 Repl Rsv		
47,402	49,824	386,574	398,574	12,000	TOTAL COMMUNITY FACILITIES		
					MUTUAL OPERATING		
8,103	9,884	73,983	79,066	5,083	10 Administration		
5,026	5,026	40,208	40,209	1	41 Grounds		
492	0	3,948	0	(3,948)	42 Special Projects		
512	0	4,818	0	(4,818)	44 Community Services		
5,053	5,077	40,420	40,615	195	50 Janitorial		
105	171	1,775	1,369	(406)	52 After Hours		
(346)	0	(1,681)	0	1,681	53 Electrical Maint		
(869)	0	(5,598)	0	5,598	54 Plumbing Maint		
206	0	(306)	0	306	55 Building Maint		
(291)	0	1,795	0	(1,795)	56 HVAC		
(570)	0	(1,777)	0	1,777	57 Appliance Maint		
17,422	20,158	157,586	161,259	3,673	TOTAL MUTUAL OPERATING		
98,428	130,313	1,031,956	1,067,982	36,026	TOTAL EXPENSES		
42,357	3,510	95,940	2,602	93,338	INCOME/DEFICIT		

MUTUAL 19B  
CASH INVESTMENTS  
August 31, 2023

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							89,097.73	89,097.73
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
JOHN MARSHALL BANK	1.65%			101,684.69	42,537.37	844.62		145,066.68
PACIFIC NATIONAL BANK	4.00%			32,791.98	186,219.88	13,073.94		232,085.80
<b>CERTIFICATES OF DEPOSIT</b>								
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					114,451.70
100039 CAPITAL BANK	0.35%	151,284.98	10/05/2023					151,284.98
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041 PARAMOUNT BANK	4.73%	168,280.93	02/21/2024					172,183.67
100051 FORBRIGHT BANK	5.15%	56,716.65	03/01/2024					58,199.48
100044 PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,000.00
100045 CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
100014 FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024					154,728.44
<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
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
<b>DUE TO FROM:</b>								
				10,611.38	(85.00)		(10,526.38)	
<b>TOTAL</b>				<b>1,792,681.11</b>	<b>228,672.25</b>	<b>13,918.56</b>	<b>78,571.35</b>	<b>2,113,843.27</b>

### **Current Staff Priorities**

- Phone system upgrade
- CINC conversion-Project Manager on board
- 22023 Lease renewals
- Interviewing of In-House Counsel candidate
- Working on potential grants
- State grant funding for Culvert on Gleneagles

### **Project Status Updates**

#### **Administration Building**

- Utility underground duct placement is complete
- Sanitary sewer and stormwater connections across the lower golf parking lot to occur in mid-October followed by WSSC water service extending from the shopping center parcel to the new building. Traffic flow coordination will be required.
- Loading dock reconstruction has been completed; awaiting installation of wall fence and gate.
- Lower and upper-level concrete floor slabs have been poured
- Lower floor perimeter walls and interior shear walls complete with upper-level to follow; roof framing to follow through October
- Project construction is currently on schedule
- Management and RLPS Architects met to discuss interior design services

#### **Gleneagles Drive Culvert Replacement**

- Delays due to conflict with adjacent Pepco high-voltage service lines has been resolved
- Approvals, permits and fee payments with Md. Dept. of the Environment and Montgomery County are in place; construction work to proceed.

#### **South Leisure World Boulevard Culvert Repair**

- PPD contracted with H&H Concrete to clean out and repair with concrete lining the two 72-inch steel culverts near Adderly Court.

### **Security**

- Resident accounts continue to be added to DwellingLive so they can manage their guests
- Search has begun for a resident ID solution with controlled access to certain locations.

### **Transportation**

- Three shuttle buses are in service: Red, Green and Blue
- The fourth bus remains out of service because of electrical issues
- The mobility van was involved in a collision and is disabled. Riders are encouraged to use Metro Access.

## Physical Properties

In August 2023:

• Number of calls	3,532	July 2022: 3,332
• Labor and material revenue	\$385,699	Aug. 2022: \$445,922
• Labor and material revenue YTD	\$2,720,032	YTD 2022: \$2,695,873
• Service contracts YTD	1,462 / \$800,000	2022: 1,456
• Work orders	1,456	Aug. 2022: 1,568
• Work orders YTD	9,970	YTD 2022: 11,268
• New contracts for Willson LLC	\$306,335	
• Open positions	4 (HVAC, CDL driver, Sanitation Helper, Maintenance Tech)	

## Upcoming Events

• Friday, Sept. 29, at 11am-2pm and 5:30-7pm, CH2 and CHI	Jazz Fusion Weekend
• Saturday, Sept. 30, 11am-2pm and 4-7pm, CH2	Jazz Fusion Weekend
• Saturday, Oct. 7, 10am-2pm, CH2 parking lot	Shredding Truck
• Saturday, Oct 7, 5pm, Veterans Park	Concert: Satisfaction
• Sunday, Oct. 8, 7pm, CH2	Concert: Retro-Rockets
• Saturday, Oct. 14, 4pm, Golf parking lot	Oktoberfest
• Sunday, Oct. 15, 2pm, CH2	Father/Son Guitarists

## HR Corner

New Hires in August 2023:

• Lamon, Jean	Postal Station Coordinator	Post Office
• Maddox, Betty	Receptionist	Mutual 20A, The Greens
• Harris, Gina	Insurance Administrator	Insurance
• Jackson, Jamal	Vehicle Mechanic	Vehicle Maintenance