

## 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. Approval of the Agenda
2. Approval of Minutes – Sept 16, 2024, Board Meeting Minutes (**Attached**)-1-4
3. Treasurer’s Report- (**Attached**)-5-6  
Invoice Approval – (**Attached**)-7-8
4. Management Report
  - a. Community Report-(**Attached**) -----9-10
  - b. Work Chart Report –(**Attached**)----11-13
5. Action Item
  - a. Proposals
    1. Dynalectric/TNE-Sub-Metering Installation- (**Attached**)-14-17
    2. McFall and Berry #L24020-AA/ 15020/14681/15142-(**Attached**)-18-27
    3. 2025 Proposed Budget-(**Attached**)-28-30
  - b. Insurance Claim Closeout-89-1K-(**Attached**)- 31-42
  - c. ABM-15211 Elkridge Way 3K-(**Attached**)—43-51
  - d. Management and Operation Agreement 2025-Draft-(It was provided to all board members for review).
  - e. Corporate Transparency Act-(**Attached**)-52
6. Correspondence
7. Leisure World Board of Directors and Advisory Committee Reports
8. Building Representatives – (**Landscape report-Attached**)-53
9. Old Business-
10. New Business
11. Unit Owners and Residents Open Forum
12. Monthly Meeting Date – **Monday, November 18, 2024 – 2:00 P.M.**
13. Meeting Adjournment:



# LEISURE WORLD OF MARYLAND

## REGULAR MEETING – BOARD OF DIRECTORS COUNCIL OF UNIT OWNERS OF MUTUAL 19-B CONDOMINIUM OF ROSSMOOR, INC. HYBRID/MEETING ROOM A– 2:00 P.M. MONDAY SEPTEMBER 16, 2024

Res.#61-69

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 Monday September 16, 2024, at 2:00 p.m. in meeting Room A.

Directors Present: Laurie Farnsworth, Vice President; Rita Mastrorocco, Secretary (via zoom); John Gervais, Treasurer; Jack Dunn, Director, Arsenetta Hawthorne, Director (via zoom), Virginia Austin, Director.

Director’s Absent: Don Bonn, President

Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors in Room A: Charlie Middleton, Maureen McLeary, Jane Gervais, and Susan De Camp.

Visitors via zoom: Lynne Margolies

1. Call to Order – Ms. Farnsworth called the meeting to order at 2:08.
  - a. Motion to hold a closed meeting of the M19B Board of Directors immediately following this Regular Board meeting. – Closed meeting was postponed to October 2024 board meeting; Mr. Don Bonn has the information that needs to be presented at the closed meeting.
2. Approval of the Agenda – The agenda was approved, as presented.
3. Approval of Minutes – The July 15, 2024, and the August 19, 2024, minutes were approved as amended.
4. 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. Gervais 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
\$2,108.00 GL Code #621100-100010		<u>Dynalectric Invoice #55299</u> - went to b.88, 89, and 90 and looked into installing sub metering for each building as requested. Returned to site multiples times to gather info and worked with Joe Nolfo of Triplenet Energy in order to provide proposal to install equipment for sub-metering. Dated: 9/5/2024
\$2,145.00 GL Code #690000-100011		<u>LWMC Invoice #250465</u> - B.93 15201 Eldridge Way cleared 1 <sup>st</sup> floor main condensate drains. Exposed to daylight-units 1d, 1j, 1k, not available on 8/28/24. Dated: 8/28/2024
\$2,215.00 GL Code #611500		<u>Reimbursement due to LWMC for final 2023 audit prep fees: BDO Invoice #002275925</u> - Final billing in accordance with 2023 engagement letter.
\$31,040.77 GL Code #611800		<u>Insurance Renewal Premium Allocations dated: 9/3/2024</u> – In conjunction with the accounting, we have finalized the premium Allocation for the mutual. Dated: 9/3/2024
\$1,136.25 GL Code# 620900		<u>Infestation Control Invoice dated 9/4/2024</u> . Invoices #116560 treat pest, 113697, general spray, 110385, 111497, 114107, 115482, Dated: 6/6/2024.
\$2,040.00 GL Cole#6211-100010		<u>Dynalectric Invoice #55231</u> - B.89 annual testing. Dated:9/12/24

**Resolution #61 9/16/2024**

b. CD Resolutions: These resolutions were approved at the August 19, 2024, meeting, but not recorded in the minutes.

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to redeem the entire proceeds of the \$150,000.00 Cathay Bank .45% CD that matures on September 16, 2024. The proceeds are to be placed in the Mutual 19B money market accounts.

**Resolution #62 9/16/2024**

- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note or CD with the entire proceeds of the \$150,000.00 Presidential Bank .60% CD that matures on September 12, 2024, plus any interest earned for up to one year.

**Resolution #63 9/16/2024**

5. 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.

6. Action Items:

a. Proposals

1. PPD- Maintenance agreement 2025- Posted for October 21, 2024, board meeting.

2. Dynalectric– preventive maintenance:

-Upon motion duly made the Board agreed,

To approve the Dynalectric preventive maintenance proposal #0524-1489, dated September 9, 2024, in the amount of \$9,340.00. The contract is attached for the complete scope of the job.

**Resolution #64 9/16/2024**

3. McFall and Berry –

-Upon motion duly made the Board agreed,

To approve the McFall and Berry proposal #14745 in the amount of \$370.00 for Riverstone installation in building 89: right side of unit near condensation line.

**Resolution #65 9/16/2024**

b. Insurance Claim: Closed out-94-2J.

- Upon motion duly made, the Board agreed,

To approve reimbursement to LWMC for insurance claim dated 4/4/2024 in the amount of \$2,689.04: 15211 Elkridge Way unit 2J: pipe was leaking.

**Resolution #66 9/16/2024**

c. Religious Decoration – Common areas and unit doors- Information was posted in the Bees: Mutual 19B newsletter.

d. Approval of invoices of \$2,000.00 or less:

-Upon motion duly made the Board agreed,

To authorize individuals occupying the following positions in Mutual 19B staff to certify and approve accounting payment, not to exceed \$2,000.00 for invoices incurred under action previously approved by resolutions of the board of directors. These positions only include: The Mutual 19B Property Manager and Mutual 19B mutual assistant.

**Resolution #67 9/16/2024**

e. ABM- 92-3C

- Upon motion duly made, the Board agreed,

To approve the ABM application submitted by 15301 Beaverbrook Ct. 92-3C to install LVT in the LR, DR, Hallway, carpeting bedroom.

**Resolution #68 9/16/2024**

7. Correspondence. - None

8. Leisure World Board of Directors and Advisory Committee Reports. – Mr. Dunn emailed some information to the board before the meeting. Mr. Gervais reviewed the proposed Community Facilities fee with the Board.
9. Building Representatives: Mr. Dunn presented his registration as building 94 representative:
  - Upon motion duly made, the Board agreed,  
To receive Mr. Jack Dunn registration as building 94 representative.

**Resolution #69 9/16/2024**

10. Old Business
  - a) Parking guidelines
11. New Business.
  - a. Lobby furniture-Arsenetta Hawthorne- Posted for October meeting.
  - b. Corporate Transparency Act- documents were included in the agenda packet for all board members to have for their records.
12. Unit Owners and residents open forum. – Time was provided for residents/unit owners to discuss items included and not included on the agenda.
13. Monthly Meeting date: **October 21, 2024, at 2:00PM.**
14. Meeting adjourned at: 3:54pm

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Rita M. Mastrorocco, Secretary

Treasurer Report September 16, 2024 - Statements Received From LWMC on 10/11/24

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Sep. 30, 2024				September 2024	
Balance Forward	\$167,992.40			\$15,499	Favorable To Budget
Receipts	\$493,227.10			Year To Date	
Disbursements	<u>-\$320,538.99</u>			\$73,701	Favorable To Budget
Cash Balance	\$340,680.51				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 9/30/24	As of 1/1/24		Year To Date	Year To Date
Replacement Reserve	\$1,716,983.73	\$1,786,741.13		\$243,025	
Maintenance Reserve	\$206,838.32	\$227,380.49		\$64,044	
Insurance Reserve	-\$30,918.48	\$891.67		\$63,328	
Checking/ Money Market	<u>\$216,818.50</u>	<u>\$209,248.50</u>			
Totals	\$2,109,722.07	\$2,224,261.79		\$370,397	\$254,679

10/09/2024  
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3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
09/30/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
156,237	156,237	0	5110	1,406,133	1,406,133	0
6,591	3,206	3,385	5111	48,199	28,854	19,345
165	0	165	5114	1,200	0	1,200
10,677	0	10,677	5200	370,397	0	370,397
(29,531)	(26,148)	(3,383)	5800	(254,679)	(235,332)	(19,347)
144,139	133,295	10,844		1,571,250	1,199,655	371,595
25	0	(25)	6110	17	0	(17)
114	114	0	6112	1,024	1,026	2
0	3,060	3,060	6115	6,713	6,120	(593)
8,622	8,278	(344)	6118	70,115	69,427	(688)
330	294	(36)	6118	2,969	2,646	(323)
0	0	0	6119	365	0	(365)
0	0	0	6125	1,154	0	(1,154)
0	125	125	6138	4,575	1,125	(3,450)
9,091	11,871	2,780		86,931	80,344	(6,587)
2,308	2,931	624	6202	20,768	26,379	5,612
1,912	1,912	0	6204	17,211	17,208	(3)
0	208	208	6204	387	1,872	1,485
(4,135)	308	4,443	6204	1,179	2,772	1,593
578	500	(78)	6209	4,700	4,500	(200)
0	42	42	6211	459	378	(81)
0	333	333	6211	0	2,997	2,997
0	117	117	6211	678	1,053	375
8,889	833	(8,056)	6211	12,389	7,497	(4,892)
1,941	2,000	59	6214	17,307	18,000	693
315	318	3	6224	2,825	2,862	37
11,807	9,502	(2,305)		77,902	85,518	7,616
1,790	3,176	1,386	6301	23,915	28,584	4,669
0	1,073	1,073	6301	0	9,657	9,657
10,063	13,972	3,909	6301	126,881	149,700	22,819
0	4,882	4,882	6301	0	43,938	43,938
13,318	16,605	3,287	6303	116,486	102,395	(14,091)

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**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
09/30/2024

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
25,171	39,708	14,537	267,282	334,274	66,992
0	167	167	0	1,503	1,503
667	667	0	4,363	6,003	1,640
0	0	0	34	0	(34)
667	834	167	4,397	7,506	3,109
46,736	61,915	15,179	436,512	507,642	71,130
0	0	0	21,671	0	(21,671)
0	0	0	12,150	0	(12,150)
0	0	0	209,204	0	(209,204)
0	0	0	831	0	(831)
1,117	0	(1,117)	6,324	0	(6,324)
0	0	0	1,621	0	(1,621)
2,791	0	(2,791)	7,862	0	(7,862)
334	0	(334)	5,019	0	(5,019)
372	0	(372)	7,214	0	(7,214)
(606)	0	606	1,002	0	(1,002)
(126)	0	126	9,843	0	(9,843)
733	0	(733)	1,274	0	(1,274)
540	0	(540)	16,830	0	(16,830)
320	0	(320)	320	0	(320)
1,543	0	(1,543)	2,379	0	(2,379)
0	0	0	84	0	(84)
970	0	(970)	1,098	0	(1,098)
0	0	0	2,345	0	(2,345)
2,689	0	(2,689)	63,328	0	(63,328)
10,677	0	(10,677)	370,397	0	(370,397)
51,431	51,431	0	462,880	462,879	(1)
51,431	51,431	0	462,880	462,879	(1)
14,680	14,833	153	132,124	133,497	1,373
4,963	4,963	0	44,670	44,667	(3)
5,527	5,527	0	49,739	49,743	4



10/09/2024  
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**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
09/30/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
25,170	25,323	153	226,533	227,907	1,374
134,015	138,669	4,654	1,496,323	1,198,428	(297,895)
10,125	(5,374)	15,499	74,928	1,227	73,701
<b>TOTAL MUTUAL OPERATING</b>					
<b>TOTAL EXPENSES</b>					
<b>INCOME/DEFICIT</b>					

MUTUAL 19B  
CASH INVESTMENTS  
September 30, 2024

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>								
BANK OF AMERICA							340,680.51	340,680.51
<b>ALLOCATED FUNDS:</b>								
<b>MONEY MARKETS</b>								
JOHN MARSHALL BANK	0.71%			184,652.69	12,725.00	10,818.07		208,195.76
PACIFIC NATIONAL BANK	3.75%			6,692.71	195,187.98	55.83		201,936.52
<b>CERTIFICATES OF DEPOSIT</b>								
FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024	154,728.44				154,728.44
FORBRIGHT BANK	4.97%	56,716.65	03/01/2025	81,267.15				81,267.15
<b>T-NOTES</b>								
3 Year T-Note	2.875%	109,000	6/15/2025	108,838.34				108,838.34
3 Year T-Note	3.125%	158,000	8/15/2025	157,654.63				157,654.63
3 Year T-Note	4.250%	95,000	10/15/2025	94,842.06				94,842.06
3 Year T-Note	4.500%	109,000	11/15/2025	108,682.71				108,682.71
3 Year T-Note	4.125%	127,000	6/15/2026	126,727.05				126,727.05
3 Year T-Note	4.625%	114,400	6/15/2026	114,050.53				114,050.53
3 Year T-Note	4.625%	103,000	11/15/2026	102,783.33				102,783.33
3 Year T-Note	4.625%	152,000	11/15/2026	151,680.25				151,680.25
3 Year T-Note	4.250%	78,900	3/15/2027	78,886.80				78,886.80
2 Year T-Note	4.590%	78,900	3/15/2027	78,767.99				78,767.99
DUE TO FROM:							(1,074.66)	(123,862.01)
<b>TOTAL</b>							<b>206,838.32</b>	<b>216,818.50</b>
							<b>(30,918.48)</b>	<b>2,109,722.07</b>

## Current Staff Priorities

- State of Maryland Grant – We are still waiting for the funding of the \$800,000 grant for the Gleneagles culvert.
- Grant from Metropolitan Washington Council of Governments – We are awaiting the funding of \$418,171 for the purchase of 3 buses to replace our current fleet. Buses are now expected to arrive in the fall of 2025.
- State of Maryland Grant – This \$250,000 grant was awarded for the purchase of an electric 14-passenger bus. Grant application will be done when information is received from the state.
- Golf Course – Cart paths from hole 9 through hole 18 is nearing completion. It is expected that these may be completed by the end of the month.
- Working on the Capital Budget for 2025
- Phone System – We are working on alternatives for the POTS lines.

## Project Status Updates

### Administration Building

- Demolition and removal of the old Admin Building was expected to be completed by late September, weather permitting.
- After the concrete slab and foundation removal, the site grade will be lowered to allow for a level parking lot that is in closer proximity to the clubhouse. Site utilities, including stormwater control structures and underground utilities will occur before the curbs, sidewalks, lighting, and parking area pavement will be constructed. This upper lot will also contain two EV charging stations for residents' use. Completion is expected to be late October, at which time, the remaining pavement in the lower parking lot will be milled and overlaid with new asphalt.

### Security

- Security is at full staffing.
- All connectivity issues are resolved. All gates are online, and cameras have been restored.
- Administrative coordinators are currently writing the SOPs and General Orders.

### Transportation

- Transportation is at full staffing.
- One bus is out of service for maintenance.

## Physical Properties

In August 2024:

• Number of calls	2,941	(July 2024: 3,682)
• Labor and material revenue	\$406,557	(July 2024: \$464,872)
• Labor and material revenue YTD	\$3,330,378	(July 2024 YTD: \$2,923,821)
• Service contracts YTD	1,416 (\$862,969)	
• Work orders	1,034	(Aug 2023: 1,294)
• Work orders YTD	9,197	(Aug 2023 YTD: 9,605)
• New contracts for Willson LLC	\$87,723, 25 appointments	
• Open positions	3 (1 appliance tech, 2 customer service representatives)	

## Upcoming Events

• Saturday, Sept. 28, from 9:30a-2:30p, CHI	Flea Market
• Saturday, Oct. 5, 4-8p, Golf Parking Lot	Oktoberfest
• Sunday, Oct. 13, at 3p, CHI ballroom	Balalaika Orchestra
• Monday, Oct. 14, at 2p, CH2 auditorium	Concert pianist Eichner

## HR Corner

New Hires in August 2024:

• Royall, Jalen	Clubhouse Assistant (Events)	Lifestyle
• Mobley, Amari	Gate Guard	Security