



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- Roll Call: (Bonn, Farnsworth, Dunn, Gervais, Mastrorocco, Hawthorne, Austin)
 - A. Motion for closed session immediately following the regular meeting: *To go into a closed session in accordance with the requirements of §11-109.1 of the MD Condo Act for the purpose of discussion of matters related to employees and personnel.*
2. Approval of the Agenda
3. Approval of Minutes – June 17, 2024, Board Meeting Minutes (**Attached**)—1-3
4. Chair’s Remarks
5. Treasurer’s Report-
Invoice Approval – (**Attached**)-4-13
6. Management Report
 - a. Community Report-(**Attached**) ----- 14-15
 - b. Work Chart Report –(**Attached**)-----16-18
7. Action Item
 - a. Proposals:
 1. S & K proposals (**Attached**)-19-21
 2. McFall and Berry proposals –(**Attached**)-22-25
 - b. Insurance Claims:
 1. Blaik 88-2K –(**Attached**)-26-27
 2. Burrows 91-3K –(**Attached**)-28-29
 3. Wells 93-3G-(**Attached**) -----30-31
 4. Rawlinson 89-2C (**Attached**)- 32-33
 - c. ABM-92-2B-(Tahan/Massouda)- (**Attached**)- --34-40
 - d. Condo Act- Electronic Transmission to Owners
 - e. Authorization for Email Transmission M19B-(**Attached**)-41-42
8. Correspondence
9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Old Business
12. New Business-
 - 1) Montgomery County Energy Benchmarking Update
 - 2) Building 91 Fire Alarm Update
 - 3) Condensate Line Problems
 - 4) Bldg. 89 Assistant Building Rep approval
13. Unit Owners and Residents Open Forum
14. Monthly Meeting Date – Monday, August 19, 2024 – 2:00 P.M. - ---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 – 2:00 P.M.
WEDNESDAY June 17, 2024**

MON

Res.#22-29

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, June 17, 2024, at 2:00 p.m. in the Sullivan room. *MON*

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

Director's Absent:
Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors: In Sullivan room: Charlie Middleton, Maureen McCleary, George Samara, Clayton Lewis, Sandra Broadhurst, Mary Rossi, JoAnn Grant, Melinda Kelly, and Kim Roche.

Via Zoom: Ken Sorkin, (2 ASL Interpreters) and Dennis Hawkins.

1. Call to Order – Mr. Bonn called the meeting to order at 2:04pm.
2. Approval of the Agenda – The agenda was approved, as presented.
- 3.. Approval of Minutes – The May 29, 2024, Regular Board meeting minutes were approved as presented.
4. Chair's Remarks- Mr. Bonn shared some valuable information about rules and procedures and some other important MC information.
5. 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
\$1,460.00	GL Code #690000-110025	McFall and Berry Invoice # 221088 -Early Spring application -1 application of Fiesta. Dated: 5/9/2024
\$2,483.52	GL Code #690000-110025	McFall and Berry Invoice # 226763 - Landscape design for front of B. 91, supply and install front of building. Dated: 3/31/2024.
\$1,300.00	GL Code #690000-110025	McFall and Berry Invoice # 2270580 - Back of B.89 declining trees along the fence line, in the natural area on the other side of the fence. Remove 4 declining Ash trees, flush cut stumps. Remove 2 split trees, flush cut stumps. Dated: 4/9/2024
\$3,972.80	GL Code #690000-110025	McFall and Berry Invoice # 228115 - Summer annuals 2024, annual flower installation. Dated: 5/31/2024.
\$5,600.00	GL Code # 690000-110009	Welsh Roofing Invoice dated: 6/7/2024- Spring Gutter cleaning in Beaverbrook Ct. and Elkridge Way. Blow debris off of the roofs and clean all gutters and downspouts. Remove mesh screens off of all the dryer vents mounted on the roofs, remove dryer lint and reinstall screens. Clean all walkways and ground floor patios of fallen debris. Dated: 6/7/2024.
\$1,037.50	GL Code# 620900	Infestation Control Invoice dated: 6/6/2024. Invoices #113921, 113697, 113823, 110385, 111497, monthly services, general spray, treat ants. Dated: 6/6/2024.

Resolution #22 6/17/2024

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.

7. Action Items

- A. S and K Roofing proposal
 - Upon motion duly made, the Board agreed, To approve the S and K Roofing proposal dated May 31, 2024, in the amount of \$91,803.00 for roof replacement in building 92 (15301 Beaverbrook Ct.) and payment of invoice upon completion of the project.

Resolution #23 6/17/2024

- B. Building hallway painting- Sentral will clean the hallways before the board decides if painting is needed.
 - Upon motion duly made, the Board agreed, To approve the nomination of Ms. Virginia Austin to take on this task.

Resolution #24 6/17/2024

C. Process for proposed Bylaw Amendment-

- Upon motion duly made, the Board agreed,
To approve the nomination of Ms. Rita Mastrorocco to take over this task, update absentee/non-resident unit owners' information.

Resolution #25 6/17/2024

D. Golf Cart Chargers- Ms. Nancy Sprinkle/Don Bonn will contact PPD (Physical Properties Department) to inspect it.

E. Building 92 Furniture-

- Upon motion duly made, the Board agreed,
To approve Mutual President /Senior Property Manager to send a letter to the first and second person who donated/remove the furniture in building 92 without permission.

Resolution #26 6/17/2024

- Upon motion duly made, the Board agreed,
To approve for Ms. Rita Mastrorocco, gather information to replace the furniture in building 92.

Resolution #27 6/17/2024

F. Insurance Claim-

- Upon motion duly made, the Board agreed,
To approve payment to LWMC for insurance claim in the amount of \$32,711.91 for toilet backed up and overflowed at 15201 Elkridge way 93-1H.

Resolution #28 6/17/2024

- Upon motion duly made, the Board agreed,
To ask Senior Property Nancy Sprinkle to request proposal for dryer Vent to be Corrected in building 91 (15210 Elkridge Way).

Resolution #29 6/17/2024

8. Unit Owners and Residents Open Forum--Time was provided for residents/unit owners to discuss items not included on the agenda.
9. Correspondence- None
10. Leisure World Board of Directors and Advisory Committee Reports- Mr. Dunn shared some valuable information from the last meeting.
11. Building Representatives-Buildings representatives had the opportunity to share information about their individual buildings.
13. Old Business-none
14. New Business- none
15. Monthly Meeting Date: Monday July 15, 2024 – 2:00 P.M Hybrid.
13. Meeting adjourned at: 4:14pm

Rita M. Mastrorocco, Secretary

Treasurer Report - For Statements Received From LWMC on 7/12/24

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of June 30, 2024				June 2024	
Balance Forward	\$182,739.40			\$5,712	Favorable To Budget
Receipts	\$164,166.47			Year To Date	
Disbursements	<u>-\$174,218.40</u>			\$45,557	Favorable To Budget
Cash Balance	\$172,687.47				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 6/30/24	As of 1/1/24		Year To Date	Year To Date
Replacement Reserve	\$1,879,831.54	\$1,786,741.13		\$21,671	
Maintenance Reserve	\$208,368.02	\$227,380.49		\$48,096	
Insurance Reserve	-\$34,493.83	\$891.67		\$60,639	
Checking/ Money Market	<u>\$232,565.82</u>	<u>\$209,248.50</u>			
Totals	\$2,286,271.55	\$2,224,261.79		\$130,406	\$169,099

07/10/2024
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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2024

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
156,237	156,237	937,422	937,422	0	937,422	0
5,165	3,206	31,439	19,236	1,959	19,236	12,203
150	0	690	0	150	0	690
41,982	0	130,406	0	41,982	0	130,406
(28,105)	(26,148)	(169,099)	(156,888)	(1,957)	(156,888)	(12,211)
175,429	133,295	930,858	799,770	42,134	799,770	131,088
114	114	683	684	0	684	2
0	0	83	0	0	0	(83)
7,553	7,553	45,317	45,318	0	45,318	1
(825)	0	(825)	0	825	0	825
330	294	1,979	1,764	(36)	1,764	(215)
1,259	0	1,979	0	(1,259)	0	(1,979)
540	125	2,970	750	(415)	750	(2,220)
8,970	8,086	52,186	48,516	(884)	48,516	(3,670)
2,308	2,931	13,845	17,586	624	17,586	3,741
1,912	1,912	11,474	11,472	0	11,472	(2)
0	208	387	1,248	208	1,248	861
0	308	4,135	1,848	308	1,848	(2,287)
1,038	500	3,518	3,000	(538)	3,000	(518)
0	42	0	252	42	252	252
0	333	0	1,998	333	1,998	1,998
0	117	678	702	117	702	24
0	833	0	4,998	833	4,998	4,998
5,273	2,000	7,756	12,000	(3,273)	12,000	4,244
312	318	1,879	1,908	6	1,908	29
10,842	9,502	43,671	57,012	(1,340)	57,012	13,341
1,805	3,176	18,141	19,056	1,371	19,056	915
0	1,073	0	6,438	1,073	6,438	6,438
7,799	13,972	90,893	109,780	6,173	109,780	18,887
0	4,882	0	29,292	4,882	29,292	29,292
17,105	11,070	79,199	55,348	(6,035)	55,348	(23,851)
26,709	34,173	188,233	219,914	7,465	219,914	31,681

07/10/2024
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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
0	167	167	6401	0	1,002	1,002
667	667	0	6403	2,362	4,002	1,640
0	0	0	6414	34	0	(34)
667	834	167		2,396	5,004	2,608
47,188	52,595	5,407		286,486	330,446	43,960
0	0	0		21,671	0	(21,671)
936	0	(936)		4,705	0	(4,705)
0	0	0		1,423	0	(1,423)
1,096	0	(1,096)		4,144	0	(4,144)
0	0	0		4,685	0	(4,685)
5,600	0	(5,600)		6,841	0	(6,841)
821	0	(821)		1,002	0	(1,002)
190	0	(190)		5,725	0	(5,725)
0	0	0		541	0	(541)
360	0	(360)		16,290	0	(16,290)
267	0	(267)		267	0	(267)
0	0	0		128	0	(128)
0	0	0		2,345	0	(2,345)
32,712	0	(32,712)		60,639	0	(60,639)
41,982	0	(41,982)		130,406	0	(130,406)
51,431	51,431	0		308,587	308,586	(1)
51,431	51,431	0		308,587	308,586	(1)
14,680	14,833	153		88,083	88,998	915
4,963	4,963	0		29,780	29,778	(2)
5,527	5,527	0		33,159	33,162	3
25,170	25,323	153		151,022	151,938	916
165,771	129,349	(36,422)		876,501	790,970	(85,531)
9,658	3,946	5,712		54,357	8,800	45,557

MUTUAL 19B
CASH INVESTMENTS
June 30, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							172,687.47	172,687.47
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.65%	176,683.15		176,683.15	22,525.73	26,089.92		225,298.80
	PACIFIC NATIONAL BANK	3.99%	37,009.07		37,009.07	193,323.25	55.30		230,387.62
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	80,255.53				80,255.53
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:		8,241.66		(7,480.96)		(60,639.05)	59,878.35	
TOTAL			1,879,831.54		208,368.02		(34,493.83)	232,565.82	2,286,271.55

Current Staff Priorities

- Phone System – Phase I and II are now completed. We are currently in Phase III. We are also currently working on an alternative for the POTS lines which include all emergency lines.
- State of Maryland Grant – Waiting on the \$800,000 in funding for the Gleneagle's funding for work on the culvert.
- Grant from Metropolitan Washington Council of Governments – We are awaiting the grant funding of \$418,171 for the purchase of 3 buses to replace our current fleet. They will notify us when the buses are in production.
- State of Maryland Grant – We have been awarded \$250,000 for the purchase of an electric 14-passenger bus. We are in the process of submitting all requirements for the state.
- Golf course renovations are nearing completion. Later in the month, the cart paths on 9-18 should begin.
- 2025 budget process has begun.
- The staff is working diligently on the moving plan from the old administration to the new building. A lot of coordination is necessary. We also have staff working hard on getting as many files scanned so that we will not have to move the files to the new building but will put them into storage at Clubhouse II. There are also a lot of files that are and still need to be shredded.
- The new 25-ton AC unit at Clubhouse I is almost complete. The unit that is being replaced has been working at only approximately 10 percent.
- Residents using a credit card at PPD will be charged 3.9% to cover the cost of the card fees.

Project Status Updates

Administration Building

- Final utility service connections are complete and operational.
- Curbs, sidewalks and concrete plaza at building entry are completed. The remainder of the parking lot will be resurfaced after upper parking lot construction.
- Final grading is complete with landscaping, and sod installation on the west side of the building was scheduled for mid-June.
- Building commissioning and start-up testing of HVAC equipment, lighting, emergency generator, elevator was in progress in early June.
- Exterior door openers installation was in progress early June, allowing for complete removal of construction security fencing with secure building by end of June.
- Low voltage system and security cameras installations are near completion. Audio visual system in the new boardroom is 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 with electronic door locks being tested.
- Millwork and cabinetry installations are completed. The upper-level lobby high-ceiling system is completed with accent lighting functional.
- Interior furniture delivery is scheduled to begin mid-July with occupancy to follow.
- Once vacated the existing Administration Building will have asbestos abatement followed by

demolition and new parking lot construction.

Security

- Lt. Goodwin retired; Sgt. Brown promoted to Lieutenant
- Promotions: Officer Cummings to Sergeant, gate guards Schrier and Liverman to SPOs
- Currently 3 gate guard openings

Transportation

- Fully staffed with shuttle bus drivers and dial-a-ride drivers
- All four shuttle buses are back on the property and in service

Physical Properties

In May 2024:

- | | | |
|----------------------------------|--|-------------------------|
| • Number of calls | 3,543 | (April 2024: 3,257) |
| • Labor and material revenue | \$511,951 | (April 2024: \$376,212) |
| • Labor and material revenue YTD | \$1,853,857 | (2023 YTD: \$1,632,290) |
| • Service contracts YTD | 1,413 – \$855,567 | |
| • Work orders | 1,166 | (May 2023: 1,269) |
| • Work orders YTD | 5,793 | (2023 YTD: 5,724) |
| • New contracts for Willson LLC | \$195,137 – 35 appointments | |
| • Open positions | 4 – 2 plumbers, 1 sanitation helper, 1 electrician | |

Upcoming Events

- | | |
|---|-----------------------|
| • Tuesday, July 2, at 1:30 p.m., Clubhouse I | Money Smart for Older |
| • Thursday, July 4, at 9:15 a.m., Veterans Park | July 4 Parade |
| • Thursday, July 4, at noon and 3 p.m., Clubhouse I lanai | Picnics |
| • Saturday, July 6, at 7 p.m., Clubhouse II auditorium | Banjo Man |
| • Saturday, July 13, at 4:30 and 7 p.m., Clubhouse II auditorium | Jersey Tenors |
| • Friday, July 19, from 5-7 p.m., Clubhouse I ballroom | Happy Hour w DJ Bob |
| • Friday, July 26, at 4:30 and 7:30 p.m., Clubhouse II auditorium | B-Street Band |
| • Saturday, July 27, at 7 p.m., Clubhouse II auditorium | Opera Star |

HR Corner

New Hires in May 2024:

- | | | |
|--------------------------|-------------------------------|----------------------|
| • Clahar Anti, Terry-Ann | Office Manager, PPD | PPD Customer Service |
| • White Connor | Gate Guard | Security |
| • Conerly, Anthony | Director, Physical Properties | PPD Administration |
| • Crawford, Javaughn | Gate Guard | Security |
| • Rouse, Roger | Gate Guard | Security |
| • Marquez, Steven | Gate Guard | Security |
| • Ellis, Robert | Golf Course Technician II | Golf Maintenance |

Vacated Positions in April 2024:

- | | | |
|----------------------|--------------------|----------------------|
| • Vizzi, Leslie Jean | Operations Manager | PPD Customer Service |
|----------------------|--------------------|----------------------|

Vacated Positions in May 2024:

- | | | |
|-----------------------------|----------------------------|-----------------------|
| • Clay-Spaulding, Elisabeth | Assistant Property Manager | Mutual 20A The Greens |
|-----------------------------|----------------------------|-----------------------|