



Wednesday Jan 22, 2025 – 2:00 P.M.

ROOM A and VIA ZOOM

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-
2. Approval of the Agenda-
3. Approval of Minutes – Dec 16, 2024, Board Meeting Minutes (**Attached**)-1-3
4. Building 93 Elevator issues
5. Elevator phones issue
6. Chair's Remarks-
7. Treasurer's Report-(**Attached**)- 4
Invoice Approval – (**Attached**)-5-11
8. Management Report
 - a. Community Report-
 - b. Work Chart Report –(**Attached**)----12
9. Action Item:
 - a. Approval of new name for our Mutual
 - b. Board approval to contact Attorney RE: Amending Bylaws to require 51% approval for future changes to the Bylaws-(**Attached**)-13
 - c. Proposals:
 1. Carpet in Elevators-(**Attached**)-14-18
 2. Clarksville Heating and AC-(**Attached**)-19-23
 3. Air Quality Dryer Vent –(**Attached**)-24-26
 4. McFall and Berry snow relocation agreement-(**Attached**)-27
 5. Manders-Canopy Repairs (**attached**)-28-29
 - d. Ratify AWM Res# 108 & 109(**Attached**)-30-31
 - e. Approval of CD transaction
10. Correspondence
11. Leisure World Board of Directors and Advisory Committee Reports
12. Building Representatives
13. Old Business-
14. New Business-
 - a. Water Alarm schedule-
 - b. Website revisions update - Jack Dunn
 - c. Building 90 Building Rep vacancy
 - d. Bldg. 90 electric panel update
 - e. Submeter update
 - f. Elevator piston and jack update
 - g. Landscape Spring walk-around with Bldg. Reps
 - h. Annual meeting information
15. Unit Owners and Residents Open Forum-
16. Monthly Meeting Date – **Wednesday Feb 19, 2025, at 2pm Meeting Room "B"?** 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 DECEMBER 16, 2024**

Res.#105-107

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

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

Director’s Absent: None

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

Visitors in Room A: Charlie Middleton and George Samara.

Visitors via zoom: Dennis Hawkins and JoAnn Grant.

1. Call to Order – Mr. Bonn called the meeting to order at 2:02pm
2. Approval of the Agenda – The agenda was approved, as amended.
3. Approval of Minutes – The Nov 18, 2024, minutes were approved as presented.
4. Chair’s Remarks- Mr. Bonn shared that Mr. Robert Kimble is no longer with LWMC.
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
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\$8,380.40 GL Code #690000-110003	<u>Dynalectric Invoice #56317</u> - Building 90- 10' cut of 500 th black. Dated: 11/19/2024.
\$5,600.00 GL Code#690000-100009	<u>Welsh Roofing Co. Invoice dated: 12/12/2024</u> - Cleaned all gutters and downspouts with leaf blowers, clear all ground floor patios and walkways of debris. Dated: 12/12/2024.
\$4,060.36 GL Code#690000-110024	<u>Dormakaba invoice #775442</u> - 15210 Elkridge Way main entrance single swing, replaced exiting Horton 7000 with ed100. Adjusted- tested. Now operating property cycled door. Dated: 12/16/2024.

Resolution #105 12/16/2024

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. Proposals:

- Upon motion duly made, the Board agreed,
To approve the Dynalectric Fire Alarm System Test proposal including quarterly sprinkler flow & tamper switch test and Annual fire Extinguisher unit test in the amount of \$12,601.00 for 2025 and the same amount of \$12,601.00 for 2026

Resolution #106 12/16/2024

b. Ratify AWM Res #101, 102, 103, and 104:

- Upon motion duly made, the Board agreed,
To ratify the AWM Res # 101: Holidays Gifts as follows:
Brenda Callejas - \$250, Francisca Ortiz - \$350, Aaron Tenley - \$250
Sentral House keepers: -Elizabeth Suazo - \$350, Milagro Machado \$350, Ana Muñoz - \$350. Donald Bonn - \$1050 (Don will get cash to use for several gifts totaling \$1050)

Resolution #101 12/2/2024

- Upon motion duly made, the Board agreed,
To ratify the AWM Res #102: to approve payment to Star quality inc. invoice # INV0085 in the amount of \$2,520.00 for Dryer vent repair in Building 15300, and invoice #INV0086 in the amount of \$250.00 for Dryer vent cleaning in 15210 Elkridge Way, 3A.

Resolution #102, 12/5/2024

- Upon motion duly made, the Board agreed,
To ratify the AWM Res #103: To approve furnish and install pricing for updated needed from and ED700 to a new ED100 for the main entrance door for the location

15210 Elkridge Way (086-183). We will reuse power and activation in the amount of \$4,060.36. This does not include the initial call SVO 170-860538

Resolution #103, 12/10/2024

- Upon motion duly made, the Board agreed,
To ratify the AWM Res #104: To approve the ABM submitted by 15310 Beaverbrook Ct. unit 3D (Lewis) for replacement of the Main Water Valve feeding in his unit.

Resolution #104, 12/11/2024

c. Insurance Claim Close-out:

- Upon motion duly made, the Board agreed,
To approve payment to LWMC in the amount of \$517.98 for the insurance closeout in 15300 Beaverbrook Ct. unit 88-IE for leak from shower drain.

Resolution #107 12/16/2024

8. Correspondence. - None currently.
9. Leisure World Board of Directors and Advisory Committee Reports-Mr. Dunn share some information with the residents.
10. Building Representatives: none currently.
11. Old Business-none currently.
12. New Business-
 - a. Water Alarm is scheduled for January 2025- a schedule from PPD was included in the agenda board packets.
 - b. Dryer Vent cleaning- proposals being obtained for cleaning and repairs. Residents will be notified of schedule.
 - c. Dynalectric- Currently testing the fire alarm system in building 89, which requires intermittent bell ringing, Robocall have been sent to all residents.
 - d. religious display-Discussion took place about religious display.
13. Unit Owners and residents open forum. – Time was provided for residents/unit owners to discuss items included and not included on the agenda.
14. Monthly Meeting date: **January 22, 2025, at 2:00PM**
15. Meeting adjourned at: 4:15pm

Rita M. Mastrorocco, Secretary

Treasurer Report January 22, 2025 - Statements Received From LWMC on 1/15/25

<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Dec. 31, 2024				December 2024	
Balance Forward	\$208,978.17			\$11,605	Favorable To Budget
Receipts	\$432,947.41			Year To Date	
Disbursements	<u>-\$559,494.56</u>			\$100,967	Favorable To Budget
Cash Balance	\$82,431.02				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 12/31/24	As of 1/1/24		Year To Date	Year To Date
Replacement Reserve	\$1,392,196.84	\$1,786,741.13		\$628,172	
Maintenance Reserve	\$181,456.72	\$227,380.49		\$103,544	
Insurance Reserve	-\$18,531.28	\$891.67		\$93,547	
Checking/ Money Market	<u>\$216,425.97</u>	<u>\$209,248.50</u>			
Totals	\$1,771,548.25	\$2,224,261.79		\$825,263	\$341,763

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3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
156,237	156,237	0	1,874,844	1,874,844	0
7,482	3,209	4,273	68,303	38,475	29,828
105	0	105	1,575	0	1,575
10,528	0	10,528	10,528	0	10,528
392,207	0	392,207	825,263	0	825,263
(29,438)	(26,147)	(3,291)	(341,763)	(313,775)	(27,988)
537,121	133,299	403,822	2,438,750	1,599,544	839,206
INCOME					
312	0	(312)	639	0	(639)
114	111	(3)	1,365	1,365	0
0	0	0	6,713	6,120	(593)
8,622	8,277	(345)	95,983	94,260	(1,723)
330	294	(36)	3,958	3,528	(430)
0	0	0	365	0	(365)
211	0	(211)	317	0	(317)
3,567	0	(3,567)	4,730	0	(4,730)
540	125	(415)	5,385	1,500	(3,885)
13,695	8,807	(4,888)	119,454	106,773	(12,681)
ADMINISTRATIVE EXPENSES					
Bank Fees					
Common Ownership Fee					
Audit					
01 Insurance Property					
03 Insurance Fidelity					
01 Legal Consulting					
01 Office Phones					
Miscellaneous					
Interpreter					
TOTAL ADMINISTRATIVE EXPENSES					
2,308	2,931	624	27,690	35,172	7,482
1,908	1,915	7	22,944	22,947	4
488	212	(276)	2,478	2,500	22
0	312	312	1,179	3,700	2,521
1,008	500	(508)	7,334	6,000	(1,334)
0	38	38	459	500	41
0	337	337	0	4,000	4,000
0	113	113	678	1,400	722
0	837	837	18,936	10,000	(8,936)
1,000	2,000	1,000	22,688	24,000	1,312
0	313	313	3,175	3,811	636
6,711	9,508	2,797	107,561	114,030	6,469
BUILDING EXPENSES					
06 General Maintenance					
01 Elevator Contract					
02 Elevator Overtime					
03 Elevator Inspections					
Pest Control					
05 Sprinkler Contract					
06 Repair Sprinkler,F/A					
07 Fire Marshll, Permit					
10 F/A Inspections					
02 Grounds Landscaping					
Telephone					
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					
98 Electric Com Area					
96 Electric Pr Yr CA					
99 Electric Master					
97 Electric Pr Yr MM					

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12/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
9,055	11,071	2,016	6303	153,530	138,372	(15,158)
42,378	44,151	1,773		359,723	447,541	87,818
0	163	163	6401	0	2,000	2,000
667	663	(4)	6403	6,376	8,000	1,624
0	0	0	6414	34	0	(34)
667	826	159		6,410	10,000	3,590
63,452	63,292	(160)		593,148	678,344	85,196
0	0	0	6900	16,392	0	(16,392)
0	0	0	6900	3,525	0	(3,525)
0	0	0	6900	22,294	0	(22,294)
0	0	0	6900	12,150	0	(12,150)
364,607	0	(364,607)	6900	573,811	0	(573,811)
0	0	0	6900	831	0	(831)
10,649	0	(10,649)	6900	18,555	0	(18,555)
0	0	0	6900	1,763	0	(1,763)
3,057	0	(3,057)	6900	17,333	0	(17,333)
270	0	(270)	6900	5,289	0	(5,289)
5,600	0	(5,600)	6900	12,814	0	(12,814)
278	0	(278)	6900	1,280	0	(1,280)
133	0	(133)	6900	12,617	0	(12,617)
0	0	0	6900	1,923	0	(1,923)
2,962	0	(2,962)	6900	19,792	0	(19,792)
0	0	0	6900	533	0	(533)
0	0	0	6900	320	0	(320)
4,134	0	(4,134)	6900	6,969	0	(6,969)
0	0	0	6900	84	0	(84)
0	0	0	6900	1,098	0	(1,098)
0	0	0	6900	2,345	0	(2,345)
518	0	(518)	6900	93,547	0	(93,547)
392,207	0	(392,207)		825,263	0	(825,263)
51,431	51,432	1	7100	617,173	617,173	0
51,431	51,432	1		617,173	617,173	0

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M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
12/31/2024

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
14,680	14,831	151	MUTUAL OPERATING	176,166	177,994	1,828
4,963	4,967	4	01 Mut Oper-Payment	59,560	59,560	0
5,527	5,521	(6)	41 Grounds	66,318	66,318	0
			50 Janitorial			
25,170	25,319	149	TOTAL MUTUAL OPERATING	302,044	303,872	1,828
532,261	140,043	(392,218)	TOTAL EXPENSES	2,337,628	1,599,389	(738,239)
4,861	(6,744)	11,605	INCOME/DEFICIT	101,122	155	100,967

MUTUAL 19B
CASH INVESTMENTS
December 31, 2024

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							82,431.02	82,431.02
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.54%			419.97	13,624.35	370.18		14,414.50
	PACIFIC NATIONAL BANK	3.11%			46.82	170,398.96	56.29		170,502.07
CERTIFICATES OF DEPOSIT									
100051	FORBRIGHT BANK	4.97%	56,716.65	03/01/2025	82,291.53				82,291.53
100014	FIRST INTERNET BANK	4.32%	150,000.00	11/15/2025	154,728.44				154,728.44
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
100058	1 Year T-Bill	3.946%	150,000	10/2/2025	144,267.00				144,267.00
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:				(112,470.61)	(2,566.59)	(18,957.75)	133,994.95	
TOTAL					1,392,196.84	181,456.72	(18,531.28)	216,425.97	1,771,548.25

Current Management Priorities

- **A new position** for head of property management has been posted. We aim to standardize operations and provide better customer service to mutuals and their residents.
- **Snow Removal** - After the snowstorm on Monday, Jan. 6, senior management met to review snow operations and clarify procedures for staff and contractors. Residents are reminded to review the community's snow plan, which specifies the amount of time the contractor has to clear the community after snowfall ends as well as the order of services. The snow plan is provided to all new residents, regularly published in Leisure World News, and posted on residents.lwmc.com > Resident Services > Snow Removal.
- **POTS lines conversion project** - All the new controllers have been installed in 46 buildings, and all new lines are now active in all the Trust Buildings. Work is underway to complete the replacement of the old POTS Lines to Mutual Buildings including fire alarm dialers, door entry systems and elevator emergency phones. Please contact your property manager with any questions about this project.
- **Bus grant** – We are currently reviewing with Pepco and other vendors options on how to install the infrastructure necessary to charge an electric bus.
- **Olney Counseling** is expanding into additional office space in the medical center, likely beginning the first week of February. We are pleased to support this needed resource for residents.
- **Trash/recycling pickup** – Aaron Tenley is leading efforts to improve waste management in Leisure World, and he is planning and implementing changes aimed at bringing about more efficient and reliable trash and recycling collection throughout the community.
- **Goals** – Senior management met to identify, prioritize and share department goals and suggest community goals in preparation of materials for next General Manager.
- **Corporate Transparency Act** reporting is currently on hold again. Updates will be shared with the LWCC board and property managers as Management receives them.
- **Terrace Room restaurant** dining was relocated to the Grille during floor replacement early January. Both restaurant spaces are now open after the Terrace Room floor installation was completed on Jan. 17.

Project Status Updates

Parking Lot

- The parking lot construction in front of Clubhouse I has been delayed several weeks since the holidays due to recent weather events. The site must be clear of snow and temperatures more favorable for asphalt paving to occur.
- Surrounding concrete sidewalks are complete, handrails have been installed, and electrical provided to the lighting pole bases with lighting to be installed late January. Warfel planned to relocate the construction fence mid-January to allow residents sidewalk access extending from the Administration Building entrance plaza to the Clubhouse I front entrance.

Security

- Security will be auditing keys at the Main Gate in 2025
- Admin coordinators are working on General Orders
- As of Jan. 14, 3369 resident ID cards have been issued

Transportation

- Transportation is at full staffing as of Jan. 21
- Two buses are out of service for extensive maintenance; we hope they can return to service by mid-February.

Physical Properties

In December 2024:

- Number of calls 2,312 (Nov. 2024: 2,446)
- Labor and material revenue \$423,135 (Nov. 2024: \$374,126)
- Labor and material revenue YTD \$4,933,897 (Dec '23 YTD: \$4,002,071)
- Service contracts YTD 1,416 (Dec. '23 YTD: 1,470)
- Work orders 1,051
- Work orders YTD 13,456 (Dec. '23 YTD: 14,079)
- New contracts for Willson LLC \$127,328

Upcoming Events

- Friday, Jan. 31 Clubhouse II Pianist and Violinist
- Saturday, Feb. 8 Clubhouse II "Daughter of the Struggle"
- Friday, Feb. 14 Clubhouse II Valentine's Day Violinists
- Wednesday, Feb. 19 Clubhouse II J Train Jazz Trio
- Friday, Feb. 21 Clubhouse II "Liza and Frank" Tribute
- Friday, Feb. 28 Clubhouse II Soul, Social Line Dance

HR Corner

New Hires in November and December 2024:

- Napper, Andre Special Police Officer Security
- Rojas, Franklin Gate Guard Security
- Buckhalter, Christina Gate Guard Security
- Galarza, Jovani Gate Guard Security
- Gray, Jonathan Sanitation Helper PPD