



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

Join Zoom Meeting

<https://us02web.zoom.us/j/87884335849?pwd=3arSMUBbV5G7mFhS58noDxIlyDPosQ.1>

Meeting ID: 878 8433 5849

Passcode: 398910

Page No.

1. Call to Order-
2. Approval of the Agenda-
3. Approval of Minutes – Jan 22, 2025, Board Meeting Minutes **(Attached)**-1-4
4. Chair's Remarks-
5. Treasurer's Report-
 Invoice Approval – **(Attached)**-5-7
6. Management Report
 - a. Community Report-**(Attached)**-8-9
 - b. Work Chart Report –**(Attached)**--10
7. Action Item:
 - a. 2024 BDO Engagement letter for Board approval-**(Attached)**-11-13
 - b. Appointment of Assistant Treasurer
 - c. Ehrlich Pest Control / Infestation Control Contracts –**(Attached)**-14-35
 - d. Termite Contract - Infestation Control Renewal– **(Attached)**—36
 - e. Building 90 Electric Panel Proposals –
 - f. Dormakaba Service Contract Renewal – **(Attached)**-37-40
 - g. Fire Extinguishers report –**(Attached)**-41-48
8. Correspondence-(if any)-
9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Old Business-
 - a. Water Alarm update
 - b. Elevator Modernization Update/ Survey of Residents / Assistance from M19B
 - c. Bldg. 93 Elevator issues Update
 - d. Schindler Maintenance Log update
 - e. Building Representative Vacancies - Bldg. 90, 93,94
 - f. Submeter Update
12. New Business
 - a. Weekend Delivery Policy
 - b. Condensate Line Cleanout / Hose Bibb de-winterization
13. Unit Owners and Residents Open Forum-
14. Monthly Meeting Date – **Monday March 17, 2025, at 2pm Meeting Room "A"**
15. 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.
WEDNESDAY JANUARY 22, 2025**

Res. #110-119

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 Jan 22, 2025, at 2:00 p.m. in meeting Room A.

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

Director's Absent: Arsenetta Hawthorne

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

Visitors in Room A: Nina Dale, Melinda Kelly, and Joseth Katz

Visitors via zoom: Kai Nguyen

1. Call to Order – Mr. Bonn called the meeting to order at 2:02pm
2. Approval of the Agenda – The agenda was approved, as presented.
3. Approval of Minutes – The Dec 16, 2024, minutes were approved as presented.
4. Building 93 elevator issues- Residents from building 93 were given the opportunity to express their concern about the elevator issues in their building.
5. Elevator Phone issues- is being addressed.
6. Chair's Remarks- Mr. Bonn shared some information about the master meter reports.
7. 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. Bonn 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
\$4,127.00	GL Code# 611800-100003	<u>USI Insurance Services LLC Invoice #5333255</u> - Travelers casualty & surely Co. of Amer policy No. 105634437 -Renewal crime policy 1/1/2025 to 1/1/2026. Dated: 12/20/2024
\$4,080.00	GL Code# 621100-100006	<u>Dynalettric Invoice #57101A</u> - 15310 Beaverbrook Ct. troubleshooting of fire alarm system notification circuit for unit horns with dead short. Dated: 1/7/2025
\$2,686.00	GL Code # 621100-100010	<u>Dynalettric Invoice #55195</u> - Performed MD state elevator testing in coordination with Schindler elevator and 3 rd party inspection. Dated: 9/10/2024.
\$5,646.14	GL Code # 690000 110012	<u>Eagle Mat & Floor Invoice #100004935</u> - five 3'x10' waterhog grand premier -one end, diamond pattern, color charcoal, 3'x6' waterhog premier diamond petter, color charcoal, Scraper mats, color black. Dated: 7/7/2025.
\$2,250.00	GL Code#621400-100002	<u>McFall and Berry Invoice #232203</u> - Snow relocation. Dated: 1/10/2025.

Resolution #110 1/22/2025

8. Management Report-

- a. Community Report-The community report was included in the agenda packet for all board members to review.
- b. Work requested- A spreadsheet was included in the agenda packet for the board, listing work required by M19B so far 2025.

9. Action Items:

- a. Approval of new name for Mutual 19B
- Upon motion duly made, the Board agreed,
To approve the new name The Hilltop of our Mutual and to approve the Wood shop proposal of \$900 to make the signs with a deposit of \$450.00. once the proposal is signed.

Resolution #111, 1/22/2025

- b. Board approval to contact Attorney Re: Amending Bylaws to require 51% approval for future changes to the Bylaws.
- Upon motion duly made, the Board agreed,
To approve to contact Attorney Re: Amending Bylaws to require 51% approval for future changes to the Bylaws.

Resolution #112, 1/22/2025

c. Proposals:

1. Carpet in Elevators

- Upon motion duly made, the Board agreed,

To approve The Vertical Connection Carpet One proposal in the amount of \$2,318.09 to remove existing flooring and disposal of materials, skim coat floor, supply and install carpet tiles in 7 elevators.

Resolution #113, 1/22/2025

2. Clarksville Heating and AC

- Upon motion duly made, the Board agreed,

To approve Clarksville Heating and AC proposal in the amount of \$5,124.00 to provide all materials and labor to install 21) condensate safety traps or (EZ Traps).

Resolution #114, 1/22/2025

- Upon motion duly made, the Board agreed,

To approve Clarksville Heating and AC proposal in the amount of \$2,065.00 for maintenance agreement for all 7 buildings (88,89,90,91,92,93,94) in Mutual 19B.

Resolution #115, 1/22/2025

3. Air Quality Dryer Vent

- Upon motion duly made, the Board agreed,

To approve Air Quality Technology Inc. Dryer Vent proposal in the amount of \$11,550.00 to provide deep cleaning indoor to 210 dryer ducts, replace flexible ducts between dryer and metal duct when necessary.

Resolution #116, 1/22/2025

4. McFall and Berry Snow removal agreement

- Upon motion duly made, the Board agreed,

To approve the emergency approval of the snow relocation request for Mutual 19B: all snow will be relocated to a site within the Mutual. Rates will be \$225.00 per hour for the services rendered. This rate is based on time and materials.

Resolution #117, 1/22/2025

5. Manders- Canopy repairs

- Upon motion duly made, the Board agreed,

To approve Manders proposal in the amount of \$4,900.00 to repair the entrance canopy at 15211 Elkridge Way.

Resolution #118, 1/22/2025

d. Ratify AWM Res # 108 & 109

- Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting Res# 108 to approve the ABM submitted by 15301 Beaverbrook Ct. unit

2D (Schlueter) for luxury vinyl, plank entry way and dining room.

Resolution #108 12/18/2024

- Upon motion duly made, the Board agreed,

To ratify Action Without Meeting Res# 109 To approve payment to S&K Roofing Invoices # sk-4881, sk-4882, sk-4690, sk-4691, for replacement of 4 roofs: the total amount due is \$374,607 - \$10,000 = \$364,607. Breakdown is as follows:

Building 88	\$ 95,203,	Building 90	\$ 92,993,	Building 93	\$ 93,673
Building 94	<u>\$ 92,738,</u>			SUBTOTAL	\$374,607
				Discount	\$ 10,000
				TOTAL	\$364,607

Resolution #109, 12/20/2024

e. Approval of CD transactions.

- Upon motion duly made, the Board agreed,

To approve the early withdrawal of Forebright Bank Certificate of Deposit, scheduled to mature on March 1, 2025, in the approximate amount of \$81,944.92. The purpose of early withdrawal is to take advantage of a \$10,000 end of 2024 discount from S&K Roofing detailed in Resolution #109 dated December 20, 2024.

Resolution #119, 1/22/2025

10. Correspondence. - None currently.

11. Leisure World Board of Directors and Advisory Committee Reports-Mr. Dunn share some information with the residents.

12. Building Representatives: none currently.

13. Old Business-none currently.

14. New Business-

- a. Water Alarm schedule-completed almost all units. Make ups in progress
- b. Website revisions update - Jack Dunn is working on it.
- c. Building 90 Building Rep vacancy- need volunteer
- d. Bldg. 90 electric panel update-Bids being obtained
- e. Submeter update job is completed and the data is being recorded.
- f. Elevator piston and jack update-the pre-bid (meeting w/contractor is Jan 28, 2025).
- g. Landscape Spring walk-around with Bldg. Reps-Ms. Farnsworth reported that a meeting is scheduled for the end of March 2025.
- h. Annual meeting information- is May 7, 2025, at 2pm: approved and scheduled.

15. Unit Owners and residents open forum. - Time was provided for residents/unit owners to discuss items included and not included on the agenda.

16. Monthly Meeting date: **February 19, 2025, at 2:00 PM**

17. Meeting adjourned at:4:23 pm

Rita M. Mastrorocco, Secretary

Treasurer Report February 19, 2025 - Statements Received From LWMC on 2/15/25

Treasurer Report February 19, 2025 - Statements Received From LWMC on 2/15/25					
<u>Cash Activity Report</u>				<u>Net Operating Expenses</u>	
As of Jan. 31, 2025				January 2025	
Balance Forward	\$82,431.02			-\$16,851	Over Budget
Receipts	\$251,675.29			Year To Date	
Disbursements	<u>-\$247,818.47</u>			-\$16,851	Over Budget
Cash Balance	\$86,287.84				
<u>Cash Investments</u>				<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>
	As of 1/31/25	As of 1/1/25		Year To Date	Year To Date
Replacement Reserve	\$1,411,270.60	\$1,392,196.84		\$0	
Maintenance Reserve	\$180,329.33	\$181,456.72		\$5,736	
Insurance Reserve	-\$12,081.85	-\$18,531.28		\$0	
Checking/ Money Market	<u>\$213,475.84</u>	<u>\$216,425.97</u>			
Totals	\$1,792,993.92	\$1,771,548.25		\$5,736	-\$30,132

02/14/2025
11:37 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
151,943	151,943	0	151,943	151,943	0
6,389	4,587	1,802	6,389	4,587	1,802
135	0	135	135	0	135
(967)	0	(967)	(967)	0	(967)
5,736	0	5,736	5,736	0	5,736
(30,132)	(29,775)	(357)	(30,132)	(29,775)	(357)
133,104	126,755	6,349	133,104	126,755	6,349
INCOME					
Assessments	5110	0			
Interest Income	5111	1,802			
Late Fees	5114	135			
Gain/Loss Investment Sale	5122	(967)			
Transfers From Funded Reserve	5200	5,736			
Transfers To Funded Reserves	5800	(357)			
TOTAL INCOME					
299	0	(299)	299	0	(299)
114	111	(3)	114	111	(3)
8,622	8,625	3	8,622	8,625	3
344	328	(16)	344	328	(16)
0	250	250	0	250	250
106	0	(106)	106	0	(106)
8	0	(8)	8	0	(8)
0	413	413	0	413	413
9,493	9,727	234	9,493	9,727	234
ADMINISTRATIVE EXPENSES					
Bank Fees	6110	(299)			
Common Ownership Fee	6112	(3)			
01 Insurance Property	6118	3			
03 Insurance Fidelity	6118	(16)			
01 Legal Consulting	6119	250			
01 Office Phones	6123	(106)			
Miscellaneous	6125	(8)			
Interpreter	6138	413			
TOTAL ADMINISTRATIVE EXPENSES					
0	3,025	3,025	0	3,025	3,025
1,912	1,963	51	1,912	1,963	51
0	212	212	0	212	212
0	387	387	0	387	387
589	512	(77)	589	512	(77)
0	38	38	0	38	38
4,080	225	(3,855)	4,080	225	(3,855)
0	87	87	0	87	87
0	1,013	1,013	0	1,013	1,013
2,250	2,062	(188)	2,250	2,062	(188)
124	325	201	124	325	201
8,955	9,849	894	8,955	9,849	894
BUILDING EXPENSES					
06 General Maintenance	6202	3,025			
01 Elevator Contract	6204	51			
02 Elevator Overtime	6204	212			
03 Elevator Inspections	6204	387			
Pest Control	6209	(77)			
05 Sprinkler Contract	6211	38			
06 Repair Sprinkler,F/A	6211	(3,855)			
07 Fire Marshll, Permit	6211	87			
10 F/A Inspections	6211	1,013			
02 Grounds Landscaping	6214	(188)			
Telephone	6224	201			
TOTAL BUILDING EXPENSES					
5,010	4,900	(110)	5,010	4,900	(110)
0	(1,364)	(1,364)	0	(1,364)	(1,364)
39,027	26,600	(12,427)	39,027	26,600	(12,427)
0	(4,804)	(4,804)	0	(4,804)	(4,804)
12,914	12,512	(402)	12,914	12,512	(402)
UTILITY EXPENSES					
98 Electric Com Area	6301	(110)			
96 Electric Pr Yr CA	6301	(1,364)			
99 Electric Master	6301	(12,427)			
97 Electric Pr Yr MM	6301	(4,804)			
99 Water	6303	(402)			

02/14/2025
11:37 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
56,952	37,844	(19,108)	TOTAL UTILITY EXPENSES	56,952	37,844	(19,108)
0	163	163	OTHER EXPENSES	0	163	163
667	837	170	01 Activities	667	837	170
			Bad Debt			
667	1,000	333	TOTAL OTHER EXPENSES	667	1,000	333
76,067	58,420	(17,647)	TOTAL OPERATING EXPENSES	76,067	58,420	(17,647)
5,646	0	(5,646)	RESERVE EXPENSES	5,646	0	(5,646)
90	0	(90)	12 MR Building Maint	90	0	(90)
			20 MR Dryer Vents			
5,736	0	(5,736)	TOTAL RESERVE EXPENSES	5,736	0	(5,736)
54,705	54,707	2	COMMUNITY FACILITIES	54,705	54,707	2
			01 Payment			
54,705	54,707	2	TOTAL COMMUNITY FACILITIES	54,705	54,707	2
14,590	14,590	0	MUTUAL OPERATING	14,590	14,590	0
5,009	5,010	1	01 Mut Oper-Payment	5,009	5,010	1
5,527	5,708	181	41 Grounds	5,527	5,708	181
			50 Janitorial			
25,126	25,308	182	TOTAL MUTUAL OPERATING	25,126	25,308	182
161,634	138,435	(23,199)	TOTAL EXPENSES	161,634	138,435	(23,199)
(28,531)	(11,680)	(16,851)	INCOME/DEFICIT	(28,531)	(11,680)	(16,851)

MUTUAL 19B
CASH INVESTMENTS
January 31, 2025

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA	3.97%						86,287.84	86,287.84
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	0.48%			97,454.78	9,596.33	6,819.47		113,870.58
PACIFIC NATIONAL BANK	2.97%			46.94	170,823.00	56.43		170,926.37
CERTIFICATES OF DEPOSIT								
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
				(108,140.25)	(90.00)	(18,957.75)	127,188.00	
DUE TO FROM:								
				1,411,270.60	180,329.33	(12,081.85)	213,475.84	1,792,993.92
TOTAL								

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.
- **Olny 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