



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 for BOD Meeting, March 17, 2025 @2pm

<https://us02web.zoom.us/j/81297739037?pwd=QWxFbzBKM0pvS0d3KzVVS25TQIR4Zz09>

Meeting ID: 812 9773 9037

Passcode: 831443

Page No.

1. Call to Order-
 - Roll Call (Bonn, Farnsworth, Dunn, Gervais, Mastrorocco, Hawthorne, Austin)
 - 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 Delinquent Accounts.*
2. Approval of the Agenda-
3. Approval of Minutes – Feb 19, 2025, Board Meeting Minutes (Attached)- 1-3
4. Acceptance of Resignation From Board of Directors requested by Laurie Farnsworth (Attached) - 47
5. Appointment to Board of Directors to Fill Vacancy
6. Chair's Remarks-
7. Treasurer's Report-
Invoice Approval- (Attached) – 4-5
8. Management Report
 - a. Community Report-(Attached)- 6-7
 - b. Work Chart Report –(Attached)- 8
 - c. M19B Contracts-(Attached)- 9
 - d. CTA update-(Attached)- 10
9. Action Item:
 - a. Elevator Modernization Update/ Survey of Residents -(Attached)- 11-17
 - b. Weekend delivery policy –(Attached _ - 18
 - c. Insurance claims-90- 2F/1F-(Attached) 19-26 - 90-3E/ 2E/ 1E (Attached) 51-73
 - d. Ratify AWM Res#126 3/5/25-(Attached)- 27
 - e. Parking Space Assignments – Bldg 89, 93 –(Attached) – 28-33
 - f. Mutual Attorney Decision

- g. Arsenetta Email - Re: Dunn Meeting Email" - Arsenetta Hawthorne-(Attached)- 34-36
- h. Bldg 91 – Termite Protection
- i. J The Plumber –Condensate Line Cleanout & Hose Bibb De-winterization – (Attached)- 37-38
- j. ABM – Mona Ehrlich – 88-2D – (Attached) – 39-46

10. Correspondence- (if any)- Laurie Farnsworth Resignation – (Attached) - 47

11. Leisure World Board of Directors and Advisory Committee Reports

12. Building Representatives

12. Old Business-

- a. Building Reps Needed – Bldg 90, 93, 94
- b. Landscaping Walk-around w/ Bldg Reps – Date??
- c. Concrete Repairs Scheduled – (Attached)- 48
- d. Dryer Vent Cleaning Scheduled – (Attached) – 49

13. New Business

- a. No Dogs Allowed Sign – Bldg 88 (Attached)- 50
- b. Parking – Car w/ Expired Tags ?? Policy
- c. Resident Question – When will interiors of buildings be painted (John Gervais)

14. Unit Owners and Residents Open Forum-

15. Monthly Meeting Date – Monday April 21, 2025, at 2pm Meeting Room "A"

16. 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 B– 2:00 P.M.
WEDNESDAY February 19, 2025**

Res. #120-125

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 Feb 19, 2025, at 2:00 p.m. in meeting Room B.

Directors Present: Don Bonn, President; Rita Mastrorocco, Secretary (via zoom);
John Gervais, Treasurer; Jack Dunn, Director
Director's Absent: Laurie Farnsworth, Vice President; Virginia Austin, Director,
Arsenetta Hawthorne, Director.
Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda,
Administrative Coordinator
Visitors in Room B: Charles Middletown and Gina Kreuter
Visitors via zoom: Jane Gervais, Jody Bonn, 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 presented.
3. Approval of Minutes – The Jan 22, 2024, minutes were approved as presented.
4. Chair's Remarks- Mr. Bonn shared some information about the master meter reports.
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. 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
\$2,584.00	GL Code# 690000-110012	<u>LWMC Invoice #256879</u> - install water alarm in first-floor units in all 7 buildings. Dated: 1/30/2025.
\$8,783.25	GL Code# 690000-110010	<u>LWMC Invoice #ReimbPhone - for</u> all 7 buildings in Mutual 19B. Dated: 11/30/2024.

Resolution #120 2/19/2025

6. 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.

7. Action Items:

- a. 2024 Audit BDO Engagement letter for board approval

- Upon motion duly made, the Board agreed,

To approve BDO Engagement letter for 2024 audit.

Resolution #121 2/19/2025

- b. Appointment of assistant treasurer

- Upon motion duly made, the Board agreed,

To approve to appoint Gina Kreuter as the assistant treasurer for M19B.

Resolution #122 2/19/2025

- c. Ehrlich Pest Control /Infestation Control contracts- pending for next time.

- d. Termite Contract- Infestation Control renewal

- Upon motion duly made, the Board agreed,

To approve renewal of Infestation Control Termite Contract for 15210 Elkridge Way which expires on 3/11/2025 in the amount of \$685.00 for a one year period. And to submit payment of \$685.00 upon receiving invoice.

Resolution #123 2/19/2025

- e. Building 90 Electric panels- 3 proposals requested and will be presented soon to the Board.

- f. Dormakaba Service contract renewal

- Upon motion duly made, the Board agreed,

To approve the renewal of Dormakaba planned maintenance program service renewal to start March 01, 2025.

Resolution #124 2/19/2025

- g. Dynalectric Fire Extinguisher report

- Upon motion duly made, the Board agreed,

To approve the replacement of all Dynalectric Fire Extinguisher that need to be replaced except for the ones in building 91 in the amount of \$4,000.

8. Correspondence. - None currently.
9. Leisure World Board of Directors and Advisory Committee Reports-Mr. Dunn said he will go over his notes and email the board anything important to share.
10. Building Representatives: all building representatives were given the opportunity to share anything they thought needed to be shared with the board.
11. Old Business-
 - a. Water Alarm update: all completed.
 - b. Elevator Modernization update/survey of Residents/ assistant from M19B- Don Bonn will have a survey and flyer to distribute soon.
 - c. Building 93 elevator issues update- no issues reported in the last month.
 - d. Schindler Maintenance log update
 - e. Building Representative vacancies B.90, 93, 94, 93-The president expressed the need for building representative in these buildings.
 - f. Submeter update- gathering more information from the new person in charge.
12. New Business-
 - a. Weekend Delivery Policy- will be addressed at the next board meeting.
 - b. Condensate line cleanout/hose bibb de-winterization- The president shared some information in reference to this topic.
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: **March 17, 2025, at 2:00 PM**
15. Meeting adjourned at:4:23 pm

Rita M. Mastrococco, Secretary

Treasurer Report March 17, 2025 - Statements Received From LWMC on 3/14/25

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Feb. 28, 2025			February 2025		
Balance Forward	\$86,287.84		-\$16,915	Over Budget	
Receipts	\$168,199.87		Year To Date		
Disbursements	<u>-\$206,997.52</u>		-\$33,766	Over Budget	
Cash Balance	\$47,490.19				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 2/28/25	As of 1/1/25	Year To Date	Year To Date	
Replacement Reserve	\$1,430,562.60	\$1,392,196.84	\$0		
Maintenance Reserve	\$171,582.41	\$181,456.72	\$19,127		
Insurance Reserve	-\$5,638.17	-\$18,531.28	\$0		
Checking/ Money Market	<u>\$171,755.28</u>	<u>\$216,425.97</u>			
Totals	\$1,768,262.12	\$1,771,548.25	\$19,127	-\$60,511	
<u>Delinquent Report As Of 2/16/25</u>					
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$33,063.34	\$7,377.00	\$3,077.00	\$3,829.00	\$18,780.34

03/14/2025
11:40 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/28/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
151,943	151,943	0	303,886	303,886	0
5,554	4,583	971	11,942	9,170	2,772
150	0	150	285	0	285
0	0	0	(967)	0	(967)
13,390	0	13,390	19,127	0	19,127
(30,379)	(29,775)	(604)	(60,511)	(59,550)	(961)
140,658	126,751	13,907	273,761	253,506	20,255
INCOME					
323	0	(323)	622	0	(622)
114	114	0	228	225	(3)
8,622	8,622	0	17,245	17,247	2
344	330	(14)	688	658	(30)
0	250	250	0	500	500
106	0	(106)	211	0	(211)
16	0	(16)	24	0	(24)
0	417	417	0	830	830
9,525	9,733	208	19,018	19,460	442
ADMINISTRATIVE EXPENSES					
0	3,025	3,025	0	6,050	6,050
1,912	1,967	55	3,825	3,930	105
0	208	208	0	420	420
0	383	383	0	770	770
1,014	508	(506)	1,603	1,020	(583)
0	42	42	0	80	80
1,750	225	(1,525)	5,830	450	(5,380)
0	83	83	0	170	170
1,179	1,017	(162)	1,179	2,030	851
0	2,058	2,058	2,250	4,120	1,870
250	325	75	374	650	276
6,105	9,841	3,736	15,060	19,690	4,630
BUILDING EXPENSES					
7,712	4,200	(3,512)	12,723	9,100	(3,623)
0	(1,364)	(1,364)	0	(2,728)	(2,728)
35,926	22,800	(13,126)	74,954	49,400	(25,554)
0	(4,804)	(4,804)	0	(9,608)	(9,608)
11,233	12,508	1,275	24,147	25,020	873
UTILITY EXPENSES					
0	4,200	4,200	0	9,100	9,100
0	(1,364)	(1,364)	0	(2,728)	(2,728)
35,926	22,800	(13,126)	74,954	49,400	(25,554)
0	(4,804)	(4,804)	0	(9,608)	(9,608)
11,233	12,508	1,275	24,147	25,020	873
TOTAL BUILDING EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES					
TOTAL INCOME					
TOTAL BUILDING EXPENSES					
UTILITY EXPENSES					

03/14/2025
11:40 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
02/28/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
54,872	33,340	(21,532)	TOTAL UTILITY EXPENSES	111,824	71,184	(40,640)
0	167	167	OTHER EXPENSES	0	330	330
667	833	166	01 Activities	1,334	1,670	336
			Bad Debt			
667	1,000	333	TOTAL OTHER EXPENSES	1,334	2,000	666
71,168	53,914	(17,254)	TOTAL OPERATING EXPENSES	147,236	112,334	(34,902)
934	0	(934)	RESERVE EXPENSES	934	0	(934)
5,264	0	(5,264)	03 MR Electrical	5,264	0	(5,264)
2,050	0	(2,050)	05 MR Plumbing	2,050	0	(2,050)
4,649	0	(4,649)	10 MR Other	10,295	0	(10,295)
0	0	0	12 MR Building Maint	90	0	(90)
494	0	(494)	20 MR Dryer Vents	494	0	(494)
			24 MR Doors & Windows			
13,390	0	(13,390)	TOTAL RESERVE EXPENSES	19,127	0	(19,127)
54,705	54,703	(2)	COMMUNITY FACILITIES	109,410	109,410	0
			01 Payment			
54,705	54,703	(2)	TOTAL COMMUNITY FACILITIES	109,410	109,410	0
14,590	14,590	0	MUTUAL OPERATING	29,180	29,180	0
5,009	5,009	0	01 Mut Oper-Payment	10,018	10,019	1
5,887	5,712	(175)	41 Grounds	11,414	11,420	6
			50 Janitorial			
25,486	25,311	(175)	TOTAL MUTUAL OPERATING	50,612	50,619	7
164,750	133,928	(30,822)	TOTAL EXPENSES	326,384	272,363	(54,021)
(24,092)	(7,177)	(16,915)	INCOME/DEFICIT	(52,623)	(18,857)	(33,766)

MUTUAL 19B
CASH INVESTMENTS
February 28, 2025

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA	3.97%						47,490.19	47,490.19
ALLOCATED FUNDS:								
MONEY MARKETS								
JOHN MARSHALL BANK	1.26%			115,077.12	8,481.24	8,333.89		131,892.25
PACIFIC NATIONAL BANK	2.97%			47.05	166,866.94	56.56		166,970.55
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
DUE TO FROM:								
				(106,470.70)	(3,765.77)	(14,028.62)	124,265.09	
TOTAL				1,430,562.60	171,582.41	(5,638.17)	171,755.28	1,768,262.12

Current Management Priorities

- **Vice President, Property Management** – We have extended an offer to our strongest applicant, who has accepted. We are hopeful the VP, PM will begin tenure with LWMC on Monday, March 17.
- **Electric Bus** - LWMC successfully negotiated the continuation of our current fleet lease agreement with Colonial Bus until the new electric buses arrive. Furthermore, we are (1) considering installing two supercharging stations on the PPD lot to accommodate future expansion needs and (2) seeking available grant funding for those supercharger installations.
- **Connecticut Ave. Gate** - On Saturday, Feb. 15, at approximately 10:45 p.m., a vehicle ran full speed through the closed outer Connecticut Avenue gate into Leisure World and was seen exiting the Main Gate a few minutes later. The front license plate of the vehicle fell off and was left at the scene, and we are actively working with MCPD to determine if insurance coverage is available to help replace the gate. In the meantime, a temporary gate has been placed at the entry for security.
- **Charitable Community of the Year** - The Washington Metropolitan Chapter of the Community Associations Institute has named Leisure World Charitable Community of the Year for 2024. The award will be recognized at the annual conference and expo on March 8 in Washington D.C. We expect to see many LWMC staffers and residents there.
- **Department Goals** - Senior management continues to meet and provide accountability for department specific goals. We expect to see some improvements over the coming months.
- **Tom Snyder** is retiring at the end of February. LWMC is excited to celebrate his accomplishments on Friday, Feb. 21, at a lunch in his honor.
- **2025 Golf** – Steven Wischmann will provide a summary of 2025 golf operations.

Project Status Updates

Parking lot construction

- Completion has been impacted by winter weather. Warfel opened the sidewalk for residents and staff to use between the Administration Building parking lot and the Clubhouse I main entrance.
- Reinstallation of the drive-up postal drop-box has been further delayed by the US Postal Service due to nationwide box access security issues and new procedures to correct.

Security

- Main Gate key auditing will begin this month.
- Admin Coordinators are working on General Orders.
- As the majority of resident ID cards have been issued, mutuals are encouraged to consider using them to replace key fobs for entering their buildings. The resident ID card provides enhanced security features that the key fob does not offer.

Transportation

- Transportation is at full staffing.

- Three buses are currently in service.

Physical Properties

In January 2025:

- Number of calls 2,956 (Dec. 2024: 2,312)
- Labor and material revenue \$309,123 (Dec. 2024: \$411, 737)
- Labor and material revenue YTD \$309,123 (2024 total: \$4,909,510)
- Service contracts YTD 1,211 (\$730,592)
- Work orders 1,046 (Jan. 2024: 1,268)
- New contracts for Willson LLC \$167,847, 26 appointments
- Open positions 4: electrical foreman, sanitation helper, fleet mechanic, appliance tech (new)

Upcoming Events

- Tuesday, Feb. 25 Clubhouse I Presentation: Vaccines
- Friday, Feb. 28 Clubhouse I Social Line Dance Party
- Saturday, March 1 Clubhouse II Teelin Irish Dance Group
- Tuesday, March 4 Clubhouse I Mardi Gras Party
- Thursday, March 6 Clubhouse I Lecture: Springsong Museum
- Monday, March 17 Clubhouse II Celtic Band
- Tuesday, March 18 Clubhouse II Lecture: Estate Planning
- Sunday, March 23 Clubhouse II Women Songwriters Tribute

HR Corner

New Hires in January 2025:

- Luis Pascale Sanitation Helper Trash/Recycling
- Remi Saunders Sanitation Helper Trash/Recycling
- Samir Martin Sanitation Helper Trash/Recycling
- Jeremiah Branch Sanitation Helper Trash/Recycling
- Richard Merritt Sanitation Helper Trash/Recycling
- Geovanni Perez Gate Guard Security
- Flor Trujillo Gomez Administrative Assistant Vantage Point East