



**LEISURE
WORLD**
OF MARYLAND

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19B –

CONDOMINIUM OF ROSSMOOR, INC.

Monday, April 21, 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

Join Zoom Meeting for BOD Meeting, April 21, 2025 @2pm

<https://us02web.zoom.us/j/81297739037?pwd=QWxFbzBKM0pvS0d3KzVVS25TQlR4Zz09>

Meeting ID: 812 9773 9037

Passcode: 831443

Page No.

1. Call to Order-
2. Approval of the Agenda-
3. Approval of Minutes – March 17, 2025, Board Meeting Minutes (**Attached**)-1-5
4. Chair's Remarks-
5. Treasurer's Report- (**Attached**)-6
 - a. Invoice Approval-(**Attached**)-7-16
6. Management Report
 - a. Community Report-(**Attached**)-17-18
 - b. Work Chart Report -(**Attached**)-19
 - c. M19B Contracts-(**Attached**)- 20
7. Action Item:
 - a. Rees Broome, Engagement for Legal services proposal -(**Attached**)-21-32
 - b. Building 90 Electric Panel replacement
 - c. Elevator Modernization update
 - d. McFall and Berry-Proposals-(**Attached**)-33-41
 - e. BF Emergency repair- proposal -(**Attached**)-42-48
 - f. PPD Preventive Maintenance proposal- (**Attached**)-49
 - g. Shifflett Tree service- Emergency proposal-(**Attached**)-50
 - h. Welsh Roofing- Gutter Cleaning proposal-(**Attached**)-51
 - i. ABM-15310 Beaverbrook Ct. 3D-(**Attached**)-52-64
8. Correspondence- (if any)-
9. Leisure World Board of Directors and Advisory Committee Reports
10. Building Representatives
11. Old Business-
 - a. Building Reps Needed – Bldg. 90, 93, 94
 - b. Submeters- Arsenetta
 - c. Expired Tags update
12. New Business
 - a. Social Activities- Arsenetta
 - b. 3M Metting update- Don Bonn
13. Unit Owners and Residents Open Forum-
14. Monthly Meeting Date – **Monday May 19, 2025**, at 2pm Meeting Room "A"
15. Meeting Adjournment:



**LEISURE
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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 March 17, 2025**

Res. #127-141

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 March 17, 2025, at 2:00 p.m. in meeting Room A.

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

Director's Absent: Jack Dunn, Director; Arsenetta Hawthorne, Director
Management: Nancy Sprinkle, Senior Property Manager, Danesca Pineda, Administrative Coordinator

Visitors in Room A: Charles Middletown, George Samara, Patricia Herrera, David Eidman, and Gina Kreuter

Visitors via zoom: Jane Gervais, Jody Bonn, and Dennis Hawkins

1. Call to Order – Mr. Bonn called the meeting to order at 2:10pm

- Roll Call: (Bonn, Gervais, Mastrorocco, 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.*

Roll Call: Bonn -Yes, Gervais-Yes, Mastrorocco-Yes, Austin-Yes

2. Approval of the Agenda – The agenda was approved, as amended.

3. Approval of Minutes – The Feb 19, 2025, minutes were approved as presented.

4. Acceptance of Resignation: Laurie Farnsworth sent her resignation from the BOD.

- Upon motion duly made, the Board agreed,

To accept the Resignation from Board of Directors requested by Laurie Farnsworth, effective immediately.

Resolution #127 3/17/2025

5. Appointed to board of directors to fill vacancy:

- Upon motion duly made, the Board agreed,

To appoint Gina Kreuter, to the board of directors, to fill the vacancy until the annual

meeting in May 2025.

Resolution #128 3/17/2025

6. **Chair's Remarks-** Mr. Bonn shared some general information with the board.
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
\$3,550.00	GL Code# 621400-100002	McFall and Berry Invoice #235014- Building 88 Emergency tree removal. Dated: 3/10/2025

Resolution #129 3/17/2025

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.
 - c. M19B Contracts- the list was included in the agenda packet for all board members to review.
 - d. Community Transparency Act updates- Information was included in the agenda packet for all board to review.

9. **Action Items:**

- a. Elevator Modernization update/survey of Residents/ assistant from M19B- Don Bonn have a survey and a flyer to distribute soon.
- Upon motion duly made, the Board agreed,
To approve Schindler Elevator proposal to replace the Jack and Piston for the amount of \$ 455,000 at all seven buildings.

Resolution # 130 3/17/2025

- Upon motion duly made, the Board agreed,
To approve to send the survey to all residents to fill out and return.

Resolution #131 3/17/2025

- b. Weekend delivery policy-
- Upon motion duly made, the Board agreed,
To approve delivery to Mutual 19B seven days a week including holiday.

Resolution #132 3/17/2025

- c. Insurance claim 90-2F/1F & 90-3E/2E/1E

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC for **insurance claim** in the amount of **\$1,181.90** for 15311 Beaverbrook Ct. unit 2F, sink leaked into the unit below, occurrence date 1/27/2025.

Resolution #133 3/17/2025

- Upon motion duly made, the Board agreed,
To approve to send a letter requesting reimbursement for **insurance claim** in the amount of **\$1,181.90** from 15311 Beaverbrook Ct. unit 90-2F, sink leaked into the unit below, occurrence date 1/27/2025.

Resolution #134 3/17/2025

- Upon motion duly made, the Board agreed,
To approve reimbursement to LWMC for **insurance claim** in the amount of **\$6, 762.20** for 15311 Beaverbrook Ct. unit 90-3E, hot water tank was leaking. Occurrence date 2/20/2025.

Resolution #135 3/17/2025

- Upon motion duly made, the Board agreed,
To approve to send a letter requesting reimbursement for **insurance claim** in the amount of **\$6, 762.20** from 15311 Beaverbrook Ct. unit 3E, hot water tank was leaking. Occurrence date 2/20/2025.

Resolution #136 3/17/2025

d. Ratify AWM Res#126 3/5/2025

- Upon motion duly made, the Board agreed,
To ratify AWM Res#126 3/5/2025 for Dynalectric proposal dated March 5, 2025, in the amount of **\$6,628.00** for Grounding corrections and replacement to missing service grounding in the following buildings and locations to meet NEC requirements: all splices to be high pressure unless conditions do not permit. Building 88-main electric room primary GEC, B.89 main electric room primary GEC; B. 90 trash room needs hypre butt splice if conditions permit; B.92 main electric room 2x primary GEC; B.93 Main Electric room secondary GEC. Trash room primary GEC extended to street side of first valve per NEC. B.94 Main electrical room secondary GEC. Trash room primary GEC extended to street side of first valve per NEC.

Resolution #126 3/5/2025

e. Parking space assignments-

- Upon motion duly made, the Board agreed,
To approve the changes of the parking spaces assignments, which was included in the agenda packet for all board members to review.

Resolution #137 3/17/2025

f. Mutual Attorney decision

- Upon motion duly made, the Board agreed,
To approve to switch from Corinne G. Rosen, Esq. to Attorney Rees Broome, and to get a proposal for a Retainer to review.

Resolution #138 3/17/2025

g. Arsenetta Hawthorne email- Her suggested motion was included in the agenda packet for all board members to review.

Roll Call: to approve the motion: Bonn -no, Gervais-no, Mastrococco-no, Austin-no.

-Upon motion duly made, the Board agreed,

To place this motion on hold to see how things go after the annual meeting taking place in May 2025 and the new board meeting starts.

Resolution #139 3/17/2025

h. Building 91-terminate protection-pending.

i. J The Plumber proposal for condensate line cleanout and Hose bibb De-winterization.

-Upon motion duly made, the Board agreed,

To approve J The Plumber proposal for condensate line cleanout and Hose bibb De-winterization in the amount of \$24,220.00-snake out each individual condensate drain in unit 1A-1J in 7 buildings of mutual 19B. De-winterize the have bibs on the first floor. Any hose bib repairs that are needed will be done at an additional cost.

Resolution #140 3/17/2025

j. ABM- Monia Ehlich- 88-2D

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by 15300 Beaverbrook Ct. unit 2D for remodeling main bath and hall bath.

Resolution #141 3/17/2025

9. **Correspondence.** - None currently.

10. **Leisure World Board of Directors and Advisory Committee Reports**-None currently.

11. **Building Representatives:** all building representatives were given the opportunity to share anything they thought needed to be shared with the board.

12. **Old Business-**

- a. Building Representative needed-B.90, 93, 94, -The president expressed the need for building representative in these buildings.
- b. Landscaping walk-around w/Bldg. reps- President will request the date from McFall and Berry and let building reps know in case he/she wants to be involve.
- c. Concrete repairs-scheduled for April 1 and 2, 2025.
- d. Dryer Vent Cleaning Scheduled for the week of April 21, 2025.
- e. Electric charges-Ms. Farnsworth had questions about it, the accounting department provided clarification to Mr. Gervais, and he will communicate this information to Ms. Farnsworth.

13. **New Business-**

- a. No dogs allowed sign-B.88- Board member decided that the no dogs allowed sign will stay as it is.
- b. Parking-car w/expired tag- Policy?

c. Resident question -when will the interior of buildings be painted-
(John Gervais)- Don and Nancy will investigate and get
proposals from different companies.

14. **Unit Owners and residents open forum**. – Time was provided for residents/unit owners to discuss items included and not included on the agenda.
15. **Next Monthly Meeting date: Monday, April 21, 2025, at 2:00 PM**
16. **Meeting adjourned** at:4:01pm

Rita M. Mastrorocco, Secretary

Treasurer Report April 21, 2025 - Statements Received From LWMC on 4/11/25

<u>Cash Activity Report</u>			<u>Net Operating Expenses</u>		
As of Mar 31, 2025			March 2025		
Balance Forward	\$47,490.19		-\$5,776	Over Budget	
Receipts	\$168,511.63		Year To Date		
Disbursements	<u>-\$178,453.07</u>		-\$39,542	Over Budget	
Cash Balance	\$37,548.75				
<u>Cash Investments</u>			<u>Reserve Expenditures</u>	<u>Transfer To Reserves</u>	
	As of 3/31/25	As of 1/1/25	Year To Date	Year To Date	
Replacement Reserve	\$1,450,395.57	\$1,392,196.84	\$100		
Maintenance Reserve	\$169,522.52	\$181,456.72	\$25,779		
Insurance Reserve	\$813.67	-\$18,531.28	\$0		
Checking/ Money Market	<u>\$155,733.12</u>	<u>\$216,425.97</u>			
Totals	\$1,776,464.88	\$1,771,548.25	\$25,879	-\$91,488	
	<u>Delinquent Report As Of 3/16/25 (Received 3/21/25)</u>				
	<u>Amount</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>
Totals	\$38,990.34	\$9,375.00	\$5,854.00	\$3,002.00	\$20,759.34

04/11/2025
11:52 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
03/31/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
INCOME					
151,943	151,943	0	455,829	455,829	0
5,983	4,583	1,400	17,925	13,753	4,172
180	0	180	465	0	465
0	0	0	(967)	0	(967)
6,752	0	6,752	25,879	0	25,879
(30,977)	(29,775)	(1,202)	(91,488)	(89,325)	(2,163)
133,881	126,751	7,130	407,643	380,257	27,386
ADMINISTRATIVE EXPENSES					
274	0	(274)	897	0	(897)
114	114	0	341	339	(2)
8,622	8,622	0	25,867	25,869	2
344	330	(14)	1,032	988	(44)
0	250	250	0	750	750
0	0	0	211	0	(211)
(323)	0	323	(299)	0	299
0	417	417	0	1,247	1,247
9,031	9,733	702	28,049	29,193	1,144
BUILDING EXPENSES					
0	3,025	3,025	0	9,075	9,075
1,912	1,967	55	5,737	5,897	160
0	208	208	0	628	628
0	383	383	0	1,153	1,153
484	508	24	2,086	1,528	(558)
0	42	42	0	122	122
544	225	(319)	6,374	675	(5,699)
0	83	83	0	253	253
0	1,017	1,017	1,179	3,047	1,868
3,550	2,058	(1,492)	5,800	6,178	378
19	325	306	393	975	582
6,509	9,841	3,332	21,569	29,531	7,962
UTILITY EXPENSES					
4,969	2,800	(2,169)	17,692	11,900	(5,792)
0	(1,364)	(1,364)	0	(4,092)	(4,092)
19,576	15,200	(4,376)	94,529	64,600	(29,929)
0	(4,804)	(4,804)	0	(14,412)	(14,412)
9,817	12,508	2,691	33,964	37,528	3,564

04/11/2025
11:52 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
03/31/2025

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
34,362	24,340	(10,022)	TOTAL UTILITY EXPENSES	146,186	95,524	(50,662)
0	167	167	OTHER EXPENSES	0	497	497
1,169	833	(336)	01 Activities	2,503	2,503	0
			Bad Debt			
1,169	1,000	(169)	TOTAL OTHER EXPENSES	2,503	3,000	497
51,071	44,914	(6,157)	TOTAL OPERATING EXPENSES	198,307	157,248	(41,059)
100	0	(100)	RESERVE EXPENSES	100	0	(100)
680	0	(680)	09 RR Electrical	1,614	0	(1,614)
0	0	0	03 MR Electrical	5,264	0	(5,264)
460	0	(460)	05 MR Plumbing	460	0	(460)
0	0	0	08 MR HVAC	2,050	0	(2,050)
5,513	0	(5,513)	10 MR Other	15,808	0	(15,808)
0	0	0	12 MR Building Maint	90	0	(90)
0	0	0	20 MR Dryer Vents	494	0	(494)
0	0	0	24 MR Doors & Windows			
6,752	0	(6,752)	TOTAL RESERVE EXPENSES	25,879	0	(25,879)
54,705	54,703	(2)	COMMUNITY FACILITIES	164,115	164,113	(2)
			01 Payment			
54,705	54,703	(2)	TOTAL COMMUNITY FACILITIES	164,115	164,113	(2)
14,590	14,590	0	MUTUAL OPERATING	43,770	43,770	0
5,009	5,009	0	01 Mut Oper-Payment	15,027	15,028	1
5,707	5,712	5	41 Grounds	17,121	17,132	11
			50 Janitorial			
25,306	25,311	5	TOTAL MUTUAL OPERATING	75,918	75,930	12
137,834	124,928	(12,906)	TOTAL EXPENSES	464,218	397,291	(66,927)
(3,953)	1,823	(5,776)	INCOME/DEFICIT	(56,576)	(17,034)	(39,542)

MUTUAL 19B
CASH INVESTMENTS
March 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%						37,548.75	37,548.75
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	1.35%			131,897.53	8,892.36	14,785.59		155,575.48
	PACIFIC NATIONAL BANK	2.97%			47.16	161,327.66	56.70		161,431.52
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:				(103,458.25)	(697.50)	(14,028.62)	118,184.37	
TOTAL					1,450,395.57	169,522.52	813.67	155,733.12	1,776,464.88

Current Management Priorities

- On March 17, we welcomed Vice President of Property Management Heather McGeeney to the Leisure World executive team. She comes to us with 23 years of people management and 18 years of property management experience, and will oversee all non-Trust property management operations.
- We are aware of the community's concern about potential DHS/ICE enforcement actions. In the coming Leisure World News, the Leisure World Security Department will release a statement/procedure for handling federal agents attempting to enter Leisure World.
- Spring golf improvements: This month the Golf Lounge received new siding, exterior lights and window blinds, and the Pro Shop received new siding and carpet tiles in the bag storage locker room.
- At long last, the lettering on the Administration Building was painted to make it more visible. We have also posted opening hours, which we remind the community are Monday – Friday, 8:30 a.m.-5 p.m.
- All of Clubhouse II's exterior canopies (front, rear and ping-pong entrance) were painted this week.

Project Status Updates

Parking Lot

- Warfel and the geotechnical engineer were on site March 14 to perform soil compaction testing in preparation for the paving operation to resume. If all goes well, paving is expected to resume by March 24 and all activities associated with the Upper Lot is expected to be completed by April 4.

Security

- Main Gate key auditing has begun. See the March 7, 2025, Leisure World News or contact Security for details.
- The Norbeck Gate Ad Hoc Committee met on March 10 to discuss the next steps for releasing an RFP.
- We have been exploring a Leisure World Special Police/Montgomery County Police partnership grant for training and equipment, which now appears unavailable. We notified Montgomery County Police of this delay.

Transportation

- One dial-a-ride driver position is currently open.
- Three buses are currently in service, and one is at the shop for extensive electrical diagnostics.
- We recently met with Colonial Bus to further discuss the purchase of the electric bus and to look at locations to install two superchargers.

Physical Properties

In February 2025:

- Number of calls 2,252 (Jan. 2025: 2,956)

• Labor and material revenue	\$423,995	(Jan. 2025: \$309,123)
• Labor and material revenue YTD	\$733,118	(YTD 2024: \$685,910)
• Service contracts YTD	1,251	(Total 2024: \$757,007)
• Work orders	825	(Feb. 2024: 991)
• New contracts for Willson LLC	34 appointments	
• Open positions	1 HVAC mechanic, 1 CDL sanitation driver	

Upcoming Events

• Friday, April 4, 9:30 a.m.	Flea Market
• Tuesday, April 8, 7 p.m.	Fred Moyer Jazz Trio
• Sunday, April 13, 2:30 p.m.	Herb Smith Trio
• Wednesday, April 16, 4 p.m.	Pianist Frank Plumer and Vocalist Jennifer Parde
• Saturday, April 19, 10 a.m.	Easter Egg Extravaganza
• Monday, April 21, 11 a.m.	Storyteller Michael Borin
• Saturday, April 26, 4 p.m.	Jazz performers Christina Drapkin and Paul Carr
• Sunday, April 27, 2:30 p.m.	Youth Group Jazz Performances
• Tuesday, April 29, 7 p.m.	Big Band Show: Chris and Jerry Katz

HR Corner

New Hires in February 2025:

• Flor Gomez	Administrative Assistant	Vantage Point East
• Joy Lopez	Accounting Clerk	Accounting
• Joyce Williams	Receptionist	Administration

Retirement in February 2025:

• Tom Snyder	Special Projects Manager	Physical Properties
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