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**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**

December 13, 2016

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 16-Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building on Tuesday, December 13, 2016 at 9:30am.

Directors Present: Joan Allston, President; Jim Turner, Vice President; Edwin Bradley, Treasurer; David Darr, Secretary; John Looney; Director, Fred Seebode Director; Jeanie Jones, Director

Management: Kevin Flannery, General Manager; Roberta Carter, Mutual Assistant

Visitors: Arthur Popper, Joe Halpin, Virginia Rehbehn, Janice Romanoff, Rita Molyneaux, Kay Looney

1. Call to Order- Mrs. Allston called the meeting to order at 9:30 am.
2. General Manager's Report- Kevin Flannery presented the General Manager's report for the month of December 2016. All questions and comments were responded to by Mr. Flannery.
3. Approval of Agenda- The agenda was approved as presented.
4. Approval of Board Meeting Minutes- The minutes of November 8, 2016 were approved as presented.
5. Correspondence /ABM(s)
  - A. Correspondence- None
6. Advisory Committees-
  - A. Emergency Preparedness- Mr. Darr reported that there will be two new members joining the committee.
  - B. Community Planning- Mr. Seebode reported that with no new banking in place, there is lost revenue.
  - C. Health- Ms. Jones's report included: (1) Dr. Share hours will slightly reduce, but current patients will see no changes. (2) The new Clinical Director for rehab services was hired. (3) The new dermatologist started this month and will be present three days' week.

(4) Lecture on “Hip Replacement” will take place today; December 13, 2016 at 2:00 PM in Clubhouse I.

- D. E & R- Ms. Allston’s report included: (1) Ms. Allston stated she will not be continuing as a member of the E&R Committee for next year. (2) E&R Committee approved their “Policy & Procedures”. (3) ~~Montgomery County passed a bill (MC 16/17) which allows~~Letter was sent to Montgomery County in support of allowing Bingo in the high-rises. (4) The 50<sup>th</sup> Anniversary final report was finalized and all the bills were paid. (5) The new Bradford development of 244 townhomes and or single family homes will be built.
- E. Energy- Mr. Halpin’s report included: (1) Mutual 9 representatives discuss their 12-month progress from their individual electric meters and their plan on how to use this data going forward. (2) The Mutual energy consumption decreased by almost 17%, the Board decided to use the recent data to determine residents share of the Mutual electricity charges in 2017. (3) Attics are being surveyed to determine value of insulation upgrades. (4) Nicole Gerke verified LW BOD decided not to include air conditioner replacements in the PPD E-Ratings changes. (5) In 2017 the Transportation Department plan to incorporate 1 or 2 hybrids vehicles on campus. (6) EAC reviewed and approved the latest draft of the paper “Cooling and/ or Heating System Troubles- Consider This”. This plan is to be submitted in the LW News.
- F. Technology/LW News- Mr. Popper’s report included: (1) Technology committee is working to develop software for various functions for PPD and business. (2) The new telephone system will be put in place for the Administration department.
- G. LWCC BOD Meeting- Ms. Allston’s report included: (1) The Golf operations are currently losing revenue, but will continue services. (2) E-Rating Program will be doing new additions, heat pumps and ~~several Mutual projects.~~ **Mutual wide projects.**

## 7. Treasurer’s Report-

A. Mutual Financial Status- Mr. Bradley reported that in October, the condo fees paid all the Mutual’s bills, fully funded the reserves as budgeted and \$8,076 was left over. The surplus increased the Mutual’s year-to-date surplus to \$11,439 and there were no replacement reserve expenditures. Maintenance output was \$1,040.00. Unit owner who is in arrears has made partial payment, still 1 ½ months behind.

B. Bills to Consider- Mr. Bradley reported that there is a total of \$5,084.30 on the invoice list;

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation Insurance Claim \$742.30 (Date of service: 11/22/16) leak from washing machine at 2409 Parker Creek Lane, Unit 125-A (Holtzman).

To pay Leisure World of Maryland Corporation \$36.50 (Invoice # 96884) to clean all gutters and checked all downspouts, cleared leaves from around the house at 3300 Solomons Court, Unit 100-A. (Darr).

To pay Leisure World of Maryland Corporation \$216.50 (Invoice # 96768) to replace seat springs and stems to master lavy faucet, removed old F proof hose bibb and installed new hose bibb cut off at 15519 Prince Frederick Way, Unit 106-B (Allston)

To pay H&H Concrete Construction Inc. \$4,089.00 (Invoice#HH166090) to remove and replace 380 square feet of driveway at 3305 Solomons Court. Remove and replace 17.5 square feet of sidewalk at 3400 Parker Creek Court.

**Resolution #20, 12/13/16**

Upon motion duly made and seconded, the Board agreed-

To approve the following:

Resolved, that Mutual 16 elect to file 2016 taxes as a Homeowner's Association (1120-H) or as a Corporation (1120) whichever method is advantageous to the Mutual.

**Resolution #21, 12/13/16**

Upon motion duly made and seconded, the Board agreed-

To approve the following:

Resolved, that either Ed Bradley or Joan Allston is authorized to consent to the payment of Mutual bills from this date through December 31, provided bills are the responsibility of the Mutual to pay.

**Resolution #22, 12/13/16**

Upon motion duly made and seconded, the Board agreed-

To approve the following:

Resolved, that the Mutual reimburse President Joan Allston in the amount of \$300 for expenditures she made on behalf of the Mutual

**Resolution #23, 12/13/16**

C. Investment Actions Proposed- Mr. Bradley reported that rollover of December 5, 2016 maturity; \$150,000 CD at the 1<sup>st</sup> Internet Bank of Indian, 24months 1.35% best available, maturities in 2017.

8. Mutual 16 Committee Reports-

A. Social-The Happy Hour at the Rock- Ms. Looney stated that the Potluck event was successful and a total of 56 guest attended.

B. M16 Newsletter- Ms. Molyneaux stated that the Dec./Jan. Newsletter will be delivered this week and topics for the February newsletter are needed.

- C. Maintenance- Request for RFP Attic Inspection- Mr. Looney reported to the Board of three claims for reimbursement for Garage Door Spring expenses. These reimbursements will satisfy all individual claims for current Garage Door repairs.

Upon motion duly made and seconded, the Board agreed-

To approve the following:

Resolved, that the Mutual reimburse Mr. Malcolm Caponiti (3412 Island Creek Court) in the amount of \$274.00 for expenditures he made toward Mutual 16 Garage Door Spring Replacement.

Resolved, that the Mutual reimburse Mr. Robert Werner (3423 Island Creek Court) in the amount of \$193.00 for expenditures he made toward Mutual 16 Garage Door Spring Replacement.

Resolved, that the Mutual reimburse Mrs. Paula Seebode (15408 Prince Frederick Way) in the amount of \$274.00 for expenditures she made toward Mutual 16 Garage Door Spring Replacement.

**Resolution #24, 12/13/16**

- D. Landscape- Mr. Darr stated he contact Mr. Jones to see when the “Kentucky Tree” will be planted.
- E. Emergency Preparedness- No report at this time.
9. Other Board Business- Ms. Allston stated there is still no lease on the Allen house and that the Conger house will be rented.
10. Next Meeting- Tuesday, January 10, 2016 9:30AM; Sullivan Room.
11. Open Forum- Ms. Allston stated: there is still no lease on the Allen residence, no response from the new owner of the old Conger home informing them that the house is empty and needs to weatherize. Also, no response from the letter that was sent to Mr. Pulliam in regards to the removal of his pickup truck.
12. Adjournment- There being no additional business, the meeting was adjourned at 11:00 AM.

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Joan Allston, President