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

August 8, 2017

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, August 8, 2017 at 9:30am.

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

Member Absent: Jeanie Jones, Director

Management: Crystal Castillo, Exe. Coord. Support Services, Roberta Carter, Mutual Assistant

Visitors: Virginia Rehbehn, Janice Romanoff, Kay Looney, Rita Molyneaux, Arthur Popper, Mary Young, Joe Halpin, Dennis Johnson

1. Call to Order- Mrs. Allston called the meeting to order at 9:30 am.
2. General Manager's Report- Crystal Castillo presented the General Manager's report for the month of August 2017. All questions and comments were responded to by Ms. Castillo.
3. Approval of Agenda- The agenda was approved as presented.
4. Approval of Board Meeting Minutes- The minutes from July 11, 2017 were approved as amended: to remove Mrs. Looney and Mr. Halpin from the visitors list and note that year 2017 was duplicated.
5. Correspondence /ABM(s)-
 - A. **ABM**- Ms. Ida Louise Polcari submitted an ABM (Application for Building Modification) for modification to the exterior patio area. All Board members approved the ABM. Work will be performed by Cochrane Construction & Design.

Upon motion duly made and seconded, the Board agreed, To approve the ABM (Application for Building Modification) request from Ms. Ida Louise Polcari; 3411 Island Creek Court; (131-C) to modify the exterior patio area.

Resolution #11, 8/8/17

6. Advisory Committees:

- A. Emergency Preparedness- Mr. Darr reported that in the middle of September there will be a speaker from Montgomery County to speak on Emergency Preparedness, a notice will be in the upcoming newsletter.
- B. Community Planning- Mr. Seebode reported that the committee is working on updating the committee's charter.
- C. Health- Joan Allston reported on behalf of Ms. Jones stating that nothing was new to report from the Health Advisor Community at this time.
- D. Energy- Mr. Halpin's report included: (1) Letter was sent to the Board of Directors about including other items for E-Rating changes, the Board rejected the idea so it was directed to the Master Meter Mutual group. (2) Proposal for the 2020 FEP; to put solar rays on the trust properties was presented to the Leisure World Board of Directors.
- E. Technology/LW News- Mr. Popper report included: (1) Communication within Leisure World will be improving, there is a website for external use to learn about the community. (2) Technology Committee will be working with a company call "**Frontsteps**" to enhance Leisure World management software, this will allow large Mutuals or HOA to conduct certain online administration functions. (3) Strategic Planning Committee will be conducting a survey of Leisure World. (4) Motion to expand the Leisure World News to include Leisure World Communications functions was postponed until next month for further review of functions.
- F. LWCC BOD Meeting- Ms. Allston's report included: (1) Restaurant Advisory Committee has been tasked with reviewing the inspection reports and license requirements. (2) Motion to expand the Leisure World News to include Leisure World Communications functions was postponed. (3) A resolution was passed regarding the hiring of a senior level management. (4) Motion was approved to seek a professional service aid in the hiring of a new Assistant General Manager, not to exceed \$50,000. (5) Audit Committee wants to continue using Malvin Riggins for audit processing for Leisure World. (6) Reviewing of the "**Conflict of Interest**" was postponed for proper wording has gone through legal and is currently being revised by LW Management. (7) Rules and guidelines for petitioning & solicitation in the community was postpone. (8) Motion was passed to officially name the natural park Pollinator Park. (9) Resolution was postponed regarding early morning Fitness Center hours, to change from 4am to 7am.

7. Treasurer's Report-

- A. Mutual Financial Status- Mr. Bradley reported that the end of June the Mutual operations show a deficit of (\$5,764) compared to a deficit of (\$17,664) as of the same date in 2016. At the end of 2016 the Mutual had an operational surplus for the year of \$6,000. Electric expense was on budget.
- B. Bills to Consider- Mr. Bradley reported that there are seven invoices in the amount of \$179,273.97 on the invoice list;

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation \$55.50 invoice# 112409 (Date of service: 7/25/17) cleaned all gutters, downspouts and replaced underground drain pipe. And installed 12x12 catch basin at 3308 Solomons Court Court, Unit 99-A (Higgs).

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation \$209.03 invoice #112368 (Date of service: 7/25/17) cleaned downspout, dug up pipe and removed 3" tee and unclogged underground pipe at 3419 St. Leonard, Unit 111-A (Johnson).

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation \$4,792.51 invoice#112933 (Date of service: 7/31/17) structural repairs for the month of July 2017 units completed per proposal; 101-C, 103-B, 107-B, 111-C. (Mutual 16)

Upon motion duly made and seconded, the Board agreed:

To pay American Professional Chimney & Masonry Inc. \$765 (Date of service: 7/24/17) chimney crown replacement at 3419 Island Creek Court, Unit 132-C (Allen).

Upon motion duly made and seconded, the Board agreed:

To pay PestNow \$745 (Date of service: 6/29/17) home termite treatment at 3408 Island Creek Court, Unit 128-C (Koback).

Upon motion duly made and seconded, the Board agreed:

To reimburse Mrs. Paula Seebode the amount \$162.44 (Date of service: 7/30/17 & 8/31/17) for purchase of products for Mutual 16 park beautification committee project at 15408 Prince Frederick Way, Unit 123-A (Seebode).

Upon motion duly made and seconded, the Board agreed:

To pay H&H Concrete Construction Inc. \$171,917.00 invoice #201740 (Date of service: 7/14/17) Mutual 16 asphalt mill and overlay project for 2017 at St. Leonards Court, Prince Frederick Way, Island Creek Court, Parker Creek Lane & Solomons Court. (Mutual 16)

Resolution #12, 8/8/17

- C. Investment Actions Proposed- Mr. Bradley report that Leisure World Accounting is authorized to reinvest the proceeds from the Sandy Spring Bank CD maturing August 23, 2017, the Revere Bank CD maturing September 7, 2017 and the Revere Bank CD maturing October 7, 2017 in certificates of deposit or money market accounts on terms that are in the best interests of Mutual 16.

Resolution # 13, 8/8/17

8. Mutual 16 Committee Reports-

- A. Social Event- There will be an upcoming function in late September.
- B. M16 Newsletter- Ms. Allston asked for reports and/ or news to be sent to Rita for the August newsletter edition.

- C. Maintenance- Mr. Looney's report included: (1) Attic repairs are under way. (2) Awaiting a third estimate for the repair of the wall at 15501 Prince Frederick Way.
 - D. Landscape- Mr. Darr stated that three more letters were sent out to homeowners, all have responded to the landscape request.
 - E. Emergency Preparedness- No report at this time.
9. Other Board Business-
- A. Mutual 16- Emergency Policies & Procedure Manual- After discussion the Board agreed to approve the Leisure World of Maryland Corporation; After-hours Procedure Policy as amended to remove Janitorial Emergency Services statement., because the mutual does not receive this service.

Upon motion duly made and seconded, the Board agreed:

The Board agreed to approve the Leisure World of Maryland Corporation; After-hours Procedure Policy as amended to remove Janitorial Emergency Services statement.

Resolution #14, 8/8/17

- 10. Next Meeting- Tuesday, September 12, 2017 9:30AM; Sullivan Room.
- 11. Open Forum- None
- 12. Adjournment- There being no additional business, the meeting was adjourned at 10:35AM.

David Darr, Secretary