

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

January 10, 2023

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, January 10, 2023, at 9:30am.

Directors Present: Joan Allston, President; Betsy Davis, Vice President; Paula Seebode, Secretary; Edwin Bradley, Treasurer; Doug Allston, Director; Jack Looney, Director.

Management: Robert Brunelle, Senior Property Manager; Kelly Rivera, Administrative Assistant, Mutual Services.

Residents: Kay Looney, Janet Gilbride, Arthur Popper, Jeanne Jones, Chris Everett, Ellen Darr, Virginia Rehbehn, Marcia Lundy, Don & Jo Phillips, Bob Hortin, India Berkholtz, Bob Bridgeman, and Sandy Greer.

1. Call to Order– The meeting was called to order at 9:31 a.m.
2. Community Report– Mr. Brunelle will be the Property Manager assisting Mutual 16. He stated that he will be meeting with the members of the Board to discuss the needs of the Mutual and come up with a plan to provide better services to all Mutuals. He will work on standardizing procedures to avoid any gaps in services provided. He also reported that there is an issue with ceiling collapses across Leisure World and that he will be looking into this. Mr. Brunelle agreed to attend the next Mutual 16 agenda meeting to address all questions regarding services that will be provided by Leisure World.
3. Approval of Agenda for January 10, 2023 BOD meeting– The agenda was approved as amended: To add under 7. Mutual 16 Committee reports, item g. Reserve Study.
4. Approval of Minutes for December 13, 2022 BOD meeting– The minutes were approved as presented.
5. Appointment of Resident to Fill Board Vacancy/M&O Agreement–

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To appoint Robert Bridgeman to the term vacated by Ellen Darr until the next annual meeting which will take place in May 2023.

Resolution #50, 1/10/2023

To approve the 2023 M&O Agreement as presented.

Resolution #51, 1/10/2023

6. Advisory Committees

- a. Golf– Doug Allston– No report.
- b. Health– Jeanne Jones– Ms. Jones announced that there will be an educational program on the “Winter Blues” on Friday, January 13 at 1:30pm in Clubhouse one. Officer Roy Reyes of the Montgomery County Police Department will be offering an educational program on intellectual disabilities on March 14.
- c. Landscaping– Betsy Davis– No report.
- d. CPAC/Technology/ Strategic Planning– Art Popper– Dr. Popper reported that CPAC is reviewing various projects recommended around Leisure World, and that an RFP was placed for a master plan for all Leisure World.
- e. Leisure World BOD– No report
- f. Insurance– No report.
- g. Security and Transportation– Bob Hortin– No report

7. Mutual 16 Committee Reports:

- a. M16 Newsletter– Chris Everett– Mr. Everett reported that the December/January edition of the newsletter will be ready by the end of the week.
- b. Maintenance– Jack Looney– Mr. Looney reported that three garage doors were fixed. Two unit owners will pay themselves and one unit owner needs to be reimbursed.

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To approve reimbursement to the owners of 15519 Prince Frederick Way. Silver Spring, MD 20906 for garage door repairs in the amount of \$440.00.

Resolution #52, 1/10/2023

- c. Social– Julie Repeta– No report.
- d. Park– Paula Seebode– No report.
- e. Landscape– Doug Allston–

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To approve McFall & Berry invoice #218458 for landscape installation at 15503 Prince Frederick in the amount of \$992.70.

Resolution #53, 1/10/2023

To approve McFall & Berry Proposal #7111 to supply and install three (3) crimson king

maple trees in the amount not to exceed \$1,594.53 upon work completion.

Resolution #54, 1/10/2023

- f. Rules Committee– Ms. Seebode reported that the Mutual 16 Board of Directors provided input regarding the revision of the bylaws and that the Committee is currently working on making the changes requested by the Board. The Committee will send a copy of the bylaw revisions to an attorney and to Bob Brunelle, and these changes will be shared with all unit owners at a later date. A special meeting will be held to vote on the bylaw revision later this year.
 - g. Reserve Study– Ms. Seebode reported that she emailed a representative for Reserve Advisors, and that an engineer will contact her to discuss a meeting date and details regarding the inspection.
8. Treasurer’s Report– Ed Bradley–
- a. Bills to Consider– No bills were submitted.
9. Open Forum– No report.
10. Next Agenda Meeting– The next agenda meeting will be held on 2/2/2023 at 1PM in Clubhouse 2. Mrs. Allston invited all residents to attend this meeting.
11. Next BOD Meeting– The next BOD meeting will be on 2/14/2023 at 9:30am via Zoom.
12. Adjournment– The meeting was adjourned at 10:37 AM.