

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

February 14, 2023

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, February 14, 2023, at 9:30am.

Directors Present: Betsy Davis, Vice President; Paula Seebode, Secretary; Edwin Bradley, Treasurer; Jack Looney, Director; Bob Bridgeman, Director.

Directors Absent: Joan Allston, President; Doug Allston, Director.

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

Residents: Kay Looney, Arthur Popper, Chris Everett, Virginia Rehbehn, Marcia Lundy, Bob Hortin, India Berkholtz, Joe Halpin.

1. Call to Order– The meeting was called to order at 9:30 a.m.
2. Community Report– Mr. Brunelle reported that the Gleneagles Drive Culvert project is currently on hold, and that fences will be placed around the area where the new Admin building will be in the next couple of weeks. RFID make up days have been extended until the end of February.
3. Approval of Agenda for February 14, 2023 BOD meeting– The agenda was approved as amended: To add under 7. Mutual 16 Committee reports, item g. Insurance; and item h. Reserve Study.
4. Approval of Minutes for January 10, 2023 BOD meeting– The minutes were approved as presented.
5. Advisory Committees
 - a. Golf– Doug Allston– No report.
 - b. Health– Jeanne Jones– Ms. Davis reported on behalf of Ms. Jones. The screen at the laboratory in the medical center that was discussed at the last meeting belongs to LabCorp, who manages the lab work under contract to MedStar. Mary Figueroa, who manages the Medical Center, has expressed to LabCorp the Committee’s concerns regarding the screen not being available for the visually impaired to use unassisted. The Medstar contract has been signed. MedStar can eliminate the pharmacy upon giving 90 days notice to Leisure World, who will presumably then

give notice to the community. There was a notice in LW News saying that the pharmacy was closing, but it did not say when. Dr. Yassin Mohamed, the newest primary care physician at the medical center, will give a talk on osteoarthritis Wednesday, Feb 8, at 2:00 pm in the Maryland Room of Clubhouse 1. If you see a poster, it may say to register with the Lifestyle Office, but there is no need to do that. Officer Laurie Reyes of the County Police is giving a talk on wandering on March 14 at 1:30 in the ballroom. There will be a notice in the 3/3/23 LW News.

- c. Landscaping– Betsy Davis– Ms. Davis reported that the Committee is scheduled to appear before the Leisure World Board of Directors this upcoming Friday.
- d. CPAC/Technology/ Strategic Planning– Art Popper– Dr. Popper reported that CPAC is reviewing different bids for a company to create a master plan for Leisure World.
- e. Leisure World BOD– No report
- f. LW Insurance Committee– No report.
- g. Security and Transportation– Bob Hortin– Mr. Hortin reported that the Leisure World Security Department is currently looking into getting authority from Montgomery County to issue speeding and illegal parking tickets within Leisure World. A fourth shuttle bus has been ordered and will arrive between May/June. GPS trackers have been ordered for the shuttle buses, and residents will be able to track these through a special application. The Committee is also exploring an option to issue “Smart ID Cards” to the residents to allow them to access community facilities such as the pool, gym, and some areas of the Clubhouses. The cost of these cards is approximately \$8 per resident.

6. Mutual 16 Committee Reports:

- a. M16 Newsletter– Chris Everett– Mr. Everett reported that the newsletter is back on track, and that he spoke to John VanDyke about signage for Mutual 16 and its new name: Rockland. He will report back to the Board with more information in the future.
- b. Maintenance– Jack Looney– Mr. Looney reported that a resident reported issues with their chimney and that he is currently searching for someone to inspect it. He also stated that there are cracks on the ceiling of 15420 Prince Frederick Way, and that he will continue to look into this.
- c. Social– Julie Repeta– No report.
- d. Landscape– Doug Allston– No report.
- e. Rules Committee– Ms. Seebode reported that the Committee provided a copy of the revised bylaws to the Board. The Board will submit their comments to the Committee by the end of February.
- f. Insurance–

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

To accept Greater New York Insurance Company's proposal for renewing insurance coverage, and to authorize Leisure World accounting to make the four quarterly payments for premium insurance coverage when invoices are received without further action from the Board.

Resolution #55, 2/14/2023

- g. Reserve Study– Ms. Seebode reported that she will schedule an online meeting with the representatives of Reserve Advisors to address some concerns regarding the reserve study.

7. Treasurer's Report– Ed Bradley–

- a. Bills to Consider–

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

To approve to make payment to Paul Eisenhaur invoice dated 1/13/2023 for re-registration, back-up, and annual maintenance of the Mutual 16 website in the amount of \$100.00.

To approve to make payment to Fred C. Johnson invoice #73287 for garage door repairs at 3405 Island Creek in the amount of \$160.00

To approve to make payment to Reserve Advisors invoice #2291932F-180484 for Mutual 16's 2023 Reserve study in the amount of \$1,700.00.

Resolution #56, 2/14/2023

- b. Resolutions for Payment of Invoices–

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

Resolved: If a Board resolution approving the performance of work further provides that when the invoice for payment of that work is received, that invoice may be paid without further action by the Board, the President or Vice President of the Board is hereby authorized to approve payment of the invoice up to the amount approved in the resolution authorizing the work.

Resolution #57, 2/14/2023

Resolved: If an invoice is received for work that has been performed for the Mutual with prior approval of the appropriate Board member, the President or Vice President of the Board is hereby authorized to approve payment of that invoice so long as the amount of

the invoice does not exceed \$1,000.00.

Resolution #58, 2/14/2023

8. Open Forum– No report.
9. Next Agenda Meeting– The next agenda meeting will be held on 3/2/2023 at 1PM in Clubhouse 2. Ms. Davis invited all residents to attend this meeting.
10. Next BOD Meeting– The next BOD meeting will be on 3/14/2023 at 9:30am via Zoom.
11. Annual Meeting – Mutual 16’s annual meeting is scheduled for Thursday, May 18, 2023 in Clubhouse 2.
12. Adjournment– The meeting was adjourned at 10:53 AM.

DRAFT