

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**February 11, 2025**

Pursuant to notice previously given, a regular meeting of the Board of Directors was held in the Rossmoor Room in Clubhouse II and via ZOOM on Tuesday, February 11, 2025, at 9:30 AM.

Directors Present: **Paula Seebode**, President; **Betsy Davis**, Vice President; **Chris Everett**, Secretary; **Ed Bradley**, Treasurer; **Doug Allston**, Director. and **Marcia Laundry**, Director.

Directors Absent: **John Looney**, Director

Management: **Michael Glick**, Administrative Assistant, Mutual Services.

Residents: **Jane Welsh**, **India Berkholtz**, **Susan Wilcoxon**, **Steve Irish**, **Janet Gilbride** and **Arthur Popper**.

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for February 11, 2025, BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for January 14, 2025, BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**
  - a. **Presidents Report** – Ms. Seebode submitted the following:
    - **Time Limit for Discussion-** Ms. Seebode asked the board if they would like to put a time limit on each topic on the agenda. The board declined in consensus.
    - **Park Report-** Ms. Seebode reported from January 2023 to December 2024, the Friends of the park received 13 cash donations totaling \$1250.00. We carried over \$300 from 2022. We spent \$821 on plants and equipment during 2023 and 2024, leaving us with \$729 cash on hand as of January 2025. We also received a variety of in-kind donations.
    - Insurance Renewal Notice-** Ms. Seebode reported we received a letter from Greater New York Insurance informing us that they will increase the policy by at least 15% in the upcoming year. Randy McPhillips will look to see if he can find a better policy for the mutual.
    - Board Resignations-** The board unanimously accepted Betsy Davis’s and John Looney’s resignations from the board effective immediately. Both have generously contributed their time and talent to the Mutual and we give them our sincere thanks.
  - a. **Vice President Report** –
    - **LW BOD Meeting-** Ms. Davis reported there are two projects that were approved by the LWCC. First one is to replace the fuel tanks under the PPD building and the second is to replace the fire alarm systems in Clubhouse One. These were previously allocated for in the budget, so the condo fees will not rise. She stated how important it is for everyone who was attending the meeting to participate in the community and consider joining the Mutual 16

Board. She stated the Mutual 16 Board of Directors along with the LWCC board are very important and you should take them seriously if you join them.

b. **Treasurer's Report – Mr. Bradley** submitted the following:

- **Investments** – The unaudited 2024 Financial Report shows that Mutual 16's 2024 financial operations produced a Surplus of \$9,643. That calculation does not include as revenue the \$20,000 of Prior Year Surplus which the Budget had appropriated in lieu of further condo fee revenue. The Surplus was chiefly due to the fact that Electric expense came in substantially under budget. The surplus also included the Mutual's share of the distributed Leisure World surplus. The surplus added to the balance of the Prior Years Surplus available for allocation by the Board to high priority purposes.
- **Delinquencies**- Mr. Bradley reported there were two new delinquencies along with one previously discussed.

c. **Secretary's Report – Mr. Everett**-

- **Newsletter**- Mr. Everett reported that the newsletter has been better since residents have submitted different ideas. He believes there are many things that haven't been added.

5. **Reports from M16 Coordinators:**

a. **M16 Maintenance** – Mr. Allston presented the report which included updates on 9 current maintenance projects.

- **Projects**

- **15548 Prince Fredrick Way**- Mr. Allston will speak with Austin Angles from McFall & Berry to find a solution.
- **3427 St. Leonard's Ct.**- Mr. Allston will ask J&M to look at the downspout.
- **J&M proposal on replacing roofs**- J&M provided a proposal that would cost 1.4 to 1.5 million if it were to be done now.
- **J&M proposal on Rake board replacement**- Mr. Allston reported he reminded J&M of his request for a proposal on 2/10/25. We are still waiting for a response.
- **Inspect house numbers on curb**- This will be revisited at the end of March.
- **15408 Prince Fredrick Way**- Aaron Tenley will visit the site to help identify which tree's roots are in the pipes.

b. **3319 Solomons Ct. Proposals**-

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

To approve J&M Construction's proposal to fix the flat roof at 3319 Solomons Ct. in the amount of \$2500. To be paid upon work completion.

**Resolution #64, 2/11/2025**

- **3408 Parker Creek Downspout**- Ms. Seebode reported Welsh Roofing went out, fixed it and payment was already completed and submission of an invoice.
- **15546 PWF Garage and Concrete**- Mr. Allston reported he discussed with the unit owner

water is coming from the ground through the concrete by hydrostatic pressure. It wouldn't be fixable without ripping the floor up. Both agreed it was best not to do that.

- The board discussed devising a policy about radon testing and remediation. We are in the information gathering stage. We are waiting for an ABM concerning radon remediation from a unit owner to understand better what is involved.
- PPD is working on getting the streetlight between 15403 and 15407 Prince Frederick Way fixed.

**c. M16 Landscape**

- **3404 Island Creek Railing-** The board is waiting for Austin to respond when the work can be started.

**M16 Social Events/Welcoming**

- **Annual Meeting Thursday, May 15<sup>th</sup> 1 PM Reception-** Ms. Seebode announced the annual meeting will be held on May 15<sup>th</sup> at 2 PM. She also announced there will be refreshments starting at 1 PM.
- **Social with Mutual 18-** Ms. Seebode reported there will be a dinner with Mutual 18 ON March 15<sup>th</sup> starting at 5 PM in PM in the Activities room of Clubhouse 2. RSVP to Ms. Seebode by March 13<sup>th</sup>

**6. Report from Property Manager – Nancy Sprinkle –**

- **Community Report** – The January 2025 Community Report was distributed.
- **Previously Approved Invoices** - The previously approved invoice chart was distributed for the board's review.
- **Approval of 2024 BDO Engagement Letter-**

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

To approve signing the BDO engagement letter for audit and the taxes.

**Resolution #65, 2/11/2025**

**7. Reports from Leisure World (LW) Advisory Committees**

- a. **LW Golf** – No report.
- b. **LW Landscaping** – No report.

- c. LW Technology – Art Popper** – The LW Technology Committee has responsibility for exploring the contract that our community has for broadband including internet and phone. Current contract is with Comcast and it expires at the end of 2027. We have set up a working group that is going to explore whether to renew the seek a different provider (this could, of course, include renewal of the current contract). We need to do this fairly soon since any new provider may need 18 months or more to bring in the infrastructure we will need (e.g., fiber optics) so that every home and the administration are all online at the very start of a new contract. I am part of this working group, with particular concern that whatever system we wind up with meets the needs of the smaller mutuals, like ours, as well as the larger high-rise mutuals.
- 8. Open Forum** – Ms. Laundry reported she was very happy with McFall & Berry’s ability to fix the grass that was dug up by the snowplows.
- 9. Next Planning Meeting** – The next planning meeting will be on Thursday, March 6, 2025, in person at 1:00 p.m. in Clubhouse Two Rossmoor Room.
- 10. Next BOD Meeting** – The next Board meeting will be on Tuesday, March 11, 2025, at 9:30am, in person and via Zoom.
- 11. Adjournment** – The meeting was adjourned at 10:48 AM