

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

March 14, 2023

Pursuant to notice previously given, a regular meeting of the Board of
Directors

was held via ZOOM on Tuesday, March 14, 2023, at 9:30am.

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

Directors Absent: Bob Bridgeman, Director.

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

Residents: Kay Looney, Arthur Popper, Chris Everett, Virginia
Rehbehn, Marcia Laundry, Bob Hortin, India Berkholtz,
Jeanne Jones, Sandy Greer, and Janet Gilbride.

1. Call to Order– The meeting was called to order at 9:32 a.m.
2. Community Report– Mr. Brunelle reported that the projected start date for the construction of the Administrative building is March 30th. The building is expected to be completed by July 2024. Leisure World has obtained all required permits to begin construction of the Gleneagles Drive Culvert. The outdoor swimming pool in Clubhouse one will be coated in the next few weeks, and the pool is expected to be ready before the Summer season begins. Another RFID make-up day has been scheduled for Saturday, March 18 from 9:30am-12:30pm. Appointments can be made with Karen Arevalo at karevalo@lwmc.com or (301) 598-1329.
3. Elizabeth Schultz's Report– Liz Schultz from the Accounting Department gave a brief explanation regarding the December financial statements. She

stated that the draft December financial reports did not include the final Community Facilities and Mutual Operations numbers, which come from Leisure World Trust. Ms. Schultz confirmed that the late increase in trust financial amounts was distributed across all mutuals on a per unit basis. Ms. Schultz answered all questions and comments.

4. Approval of Agenda for March 14, 2023 BOD meeting– The agenda was approved as presented.

5. Approval of Minutes for February 14, 2023 BOD meeting– The minutes were approved as presented.

6. Advisory Committees

a. Security & Transportation– Bob Hortin– Mr. Hortin reported that a representative from the Montgomery County Police Department spoke to the Committee about setting up Neighborhood Watch. The Committee discussed issues related to the RFIDs and the traffic problems this is causing at the Norbeck gate. James Rudnick has stated that the Security Department is currently looking into blocking the open area that allows residents to enter the community through the main gate from the Leisure World Plaza to avoid accidents.

b. Golf– Doug Allston– Mr. Allston reported that a record number of people have signed up to play golf.

c. Health– Jeanne Jones– Ms. Jones reported that the pharmacy will be closing on March 31, and that Medstar is looking into adding a radiology suite in that space. Laurie Reyes from the Montgomery County Police Department will be giving a talk on wandering today at 1:30 PM in the ballroom. An audiologist is scheduled to give a talk on hearing aids that can be obtained over the counter on April 25, and a program on driving will be held on May 2. More information will be announced in the Leisure World News.

d. Landscaping– Betsy Davis– Ms. Davis reported that the landscape snow removal contract will end at the end of next year, and that all advisory committees are meeting with the Leisure World Board of Directors to make presentations on their roles.

- e. CPAC/Technology/ Strategic Planning– Art Popper– Dr. Popper reported that CPAC will make a recommendation to the Leisure World Board on a company to develop a master plan for Leisure World. The Technology Committee is currently reviewing the potential renewal of the Comcast contract. The Strategic Planning Committee is reviewing a health survey that went out.
- f. Leisure World BOD– No report
- g. LW Insurance Committee– Mrs. Allston reported that Leisure World will continue to work with USI, and that insurance prices will increase by at least 15%.

7. Mutual 16 Committee Reports:

- a. M16 Newsletter– Chris Everett– Apologized for not having a newsletter for February, but plans on having one for February/March.
- b. Maintenance– Jack Looney– Mr. Looney reported that a new resident reported siding issues at their home.

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed with one opposed vote,

To authorize the President or Treasurer to approve payment of up to \$5,000.00 for projects without waiting for approval of the Board.

Resolution #59, 3/14/2023

- c. Social– Julie Repeta– The social committee will begin planning for the reception prior to the annual meeting.
- d. Landscape– Doug Allston– Mr. Allston reported that three maple trees will be planted on Parker Creek, and that the Spring walk-through will take place in May.
- e. Rules Committee– Seven resolutions were proposed. Five were passed. Two (term limits and one person from each unit on the Board) were defeated. Below are the ones which passed.

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

Resolved that Article III, Section 4 shall require announcing vacancies on the Board and asking interested parties to notify the Board before the Board appoints a director.

Resolution #60, 3/14/2023

Resolved that Article VII, Section 4 shall require the Board to create a rule stating that unit owners may not make changes to the exterior of their unit and/or structure of the building without approval of the Board.

Resolution #61, 3/14/2023

Resolved that the sentence: “That portion of the budget for Replacement Reserves shall reflect the amounts from the most recent reserve study” shall be deleted from Article X, Section 3.

Resolution #62, 3/14/2023

Resolved that the Rules Committee can fix spelling, agreement, numbering, and punctuation errors prior to disseminating the Revised Bylaws document.

Resolution #63, 3/14/2023

Resolved that the Revised Bylaws document developed based on these resolutions be sent to the attorney, Rees Broome, for review and that Rees Broome be paid \$650.00 upon completion of the review and presentation of an invoice.

Resolution #64, 3/14/2023

- f. Insurance– No report.
- 8. Treasurer’s Report– Ed Bradley–
 - a. Bills to Consider– No report.
 - b. Reinvestments–

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

Resolved: Morgan Stanley is authorized to apply the entire proceeds from the maturity of the Neil Bank USA CD maturing on March 15, 2023 to the acquisition of a CD on terms that are in the best interest of Mutual 16 as determined by the discretion of Morgan Stanley.

Resolution #65, 3/14/2023

c. Reserve Study–

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

To request that Reserve Advisors prepare a study covering the years 2023-2031 for the funding of the roof replacement in 2030-31 incorporating the following data: Projected cost of replacement \$1,375,000.00; arrived at by applying a 4% inflation rate to Reserve Advisors estimate of the 2023 cost of \$1,000,000.00. Actual amount of interest earned on the current balance in the roof reserve invested in 5 year CDs, \$16,300.00 for each year 2023-2027. Assumed 2% rate of return on the annual funding added to the roof reserve and invested in the years 2023-2027. Assumed 2% rate of return on the entire balances in the roof reserve in the years 2027-2030.

Resolution #66, 3/14/2023

9. Open Forum– No report.

10. Next Agenda Meeting– The next agenda meeting will be held on 4/6/2023 at 1PM in Clubhouse 2. All residents are invited to attend this meeting.

11. Next BOD Meeting– The next BOD meeting will be on 4/11/2023 at 9:30am.

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

To return to holding hybrid Board meetings in the Sullivan room on a trial basis beginning with the April 11, 2023 meeting.

Resolution #67, 3/14/2023

12. 2023 Annual Meeting– The 2023 annual meeting will be on May 18, 2023 at 2:00pm in the Norbeck room of Clubhouse two.

13. Adjournment– The meeting was adjourned at 11:33 AM.

DRAFT