

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

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

Directors Present: **Paula Seebode**, President; **Chris Everett**, Secretary; **Doug Allston**, Director; **Arthur Popper**, Director; **Kevin Bishop**, Director **Richard Lawlor**, Director. and **Marcia Laundry**, Director.

Management: **Nancy Sprinkle**, Senior Property Manager; **Michael Glick**, Administrative Assistant, Mutual Services.

Residents: **Susan Wilcoxon**, **Joe Halpin**, **Arlene Halpin**, **Dee Berkholtz**, **Jeanette Akhter**, and **Janet Gilbride**

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for March 11, 2025, BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for February 11, 2025, BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**
  - a. **Presidents Report** – Ms. Seebode submitted the following:

-**Welcome New Board Members**- Ms. Seebode introduced and welcomed Arthur Popper, Kevin Bishop and Richard Lawlor to the Board. The board ratified their appointments by AWM.

**Resolution #67, 2/24/2025**

- **ABM's**-

- 3401 St. Leonard's Ct.-

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

To approve an ABM installing patio near the back of the unit.

**Resolution #69, 3/11/2025**

- 3401 St. Leonard's Ct.-

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

To approve an ABM to replace the concrete walkway to the front door.

**Resolution #70, 3/11/2025**

- 15556 Prince Fredrick Way ABM-

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

To approve an ABM pending approval from LW management after the contractor provides the correct COI and scope of work for radon mitigation.

**Resolution #71, 3/11/2025**

**-AWM's**

- **ABM 3408 Island creek-** The board ratified AWM for ABM at 3408 Island Creek Ct. to upgrade white sitting room sliding wood window with dual screens with a high energy, white vinyl sliding window with dual screen.

**Resolution #68, 2/25/2025**

- **McFall & Berry Proposal #16381-** The board ratified AWM to approve McFall & Berry proposal #16381 to remove two Maple trees with stumps at 15408 Prince Fredrick Way in the amount of \$4,500.00.

**Resolution #66, 2/18/2025**

**-Streetlights-** Paula reported Iberly, PPD electrician foreman fixed both the streetlights and was very happy with him going above and beyond to help. The board prefers LED's next time lights get replaced.

**-Submetering Update-** M16 will get a proposal from Byram to see how much installation of submeters will cost. The distribution of payment if submeters are installed has not been decided.

**-Invoices**

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

To approve payment of the invoices for insurance premiums and attorney fees. Payment for commercial package insurance is to be paid quarterly when the invoice is presented.

M16 Previously Approved Invoice List- January 2025					
Company	Invoice Date	Invoice No.	Service Description	Invoice Amt	Submitted for Payment
Rees Brrom	2/28/2025	1458490	Lawyer fees	\$571.96	3/12/2025
Rees Brrom	2/28/2025	145814	Lawyer fees	\$630.00	3/12/2025
Check request	2/27/2025	N/A	Website invoice	\$120.00	3/12/2025
Associated Insurance Mangament LLC	2/15/2025	6398813	Workers comp insurance invoice	\$495.00	3/12/2025
Associated Insurance Mangament LLC	2/27/2025	130710	Liability insurance invoice	\$5,766.00	3/12/2025
Associated Insurance Mangament LLC	2/27/2025	130709	Fidelity/crime insurance invoice	\$3,487.00	3/12/2025
			Total Paid	\$11,069.96	

**Resolution #72, 3/11/2025**

**-Helping Neighbors In Need Club-** Ms. Akhter reported 8.5% in Montgomery County have food insecurity. The club helps people in need get food that don't have access to it. Ms. Akhter reported she will help gather nonperishables to bring to the club.

**-Ed Bradley Resignation-** Paula reported Mr. Bradley resigned from the board but will continue to serve as the treasurer.

a. **Vice President Report –**

- **LW BOD Meeting-** Ms. Seebode reported Tom Snyder is retiring from PPD. The new VP of Property Management will start on March 17<sup>th</sup>. Leisure World was voted Charitable Community Association of the year 2024. Leisure World is still working on finding places for the new electric bus to be charged. She noted the LWCC authorized payment for a F350 dump truck in the amount of \$79,135.70 and two Ford transit 250 cargo vans at the cost of \$55,557.40 each for a total expenditure of \$190,250.50 to be paid out of Replacement Reserves. The board also accepted a proposal in the amount of \$124,430.00 for the replacement of HVAC units #8,10 & 12 on Clubhouse One, funds to come from the 2025 Replacement Reserve and is included in the 2025 Capital Budget. A bylaws amendment will be put forward saying that the VP of the LWCC will serve as a liaison between the board and the committees.

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

- **Investments** – a 50,000 3.55% Replacement Reserve CD matures on March 14. Morgan Stanley will roll that over into a CD 4 or 5 years maturity at about the same rate of return hopefully. Liquidity is not a problem. Two or three CD's mature annually and new funding from budgeted condo fees currently in the \$100,000 range is being carried out.
- **Roof Reserve-** Budgeted funding will allow the acquisition of a \$50,000 CD in April. The budgeted funding of the Roof Reserve in 2026 and beyond is a matter of the utmost concern.
- **Budget-** The January electric expense reflected the frigid temperatures we experienced in that month and accordingly far exceeded the monthly amount expected when the 2025 budget was put together. February was also an abnormally frigid month and probably will have comparable budgetary repercussions. As a result, the Board should be prepared to see an annual deficit. Fortunately, the Mutual has unused condo fees (Prior years surplus) available to absorb a deficit.
- **Delinquencies-** Ms. Seebode reported there is one delinquency that was previously discussed.

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

- **Newsletter-** Mr. Everett reported he is very grateful for the contributions from the community.

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 Drainage-** Mr. Allston reported that the downspout in the front of this house will be removed from the system. The water will be moved to

drain in the grass in between the houses. J&M will do the work.

- **3427 St. Leonard's Downspout-** Mr. Allston reported this work has been completed.
- **Rake Metal Proposal-** Mr. Allston reported he will get an updated proposal from J&M to be presented at next month's board meeting.
- **Curb Numbers-** Mr. Allston reported he will look at the curb numbers on the street next week.
- **Radon Policy-** The Board agreed they will address Radon problems on a case-by-case basis.
- **15511 Price Fredrick Way Termites and Water Issue-** Mr. Allston reported the water and termites have been taken care of.
- **15409 Prince Fredrick Way Handyman Jack Brickwork Proposal-** Mr. Allston reported a proposal for \$550.00 will be approved.
- **15540 Prince Fredrick Way Shingles-** Mr. Allston reported a shingle flew off 15440 Prince Fredrick Way. J&M is fixing it.

**b. M16 Landscape**

**- Proposals and Invoices**

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

To approve McFall & Berry proposal #16517 to remove a Maple tree at 15504 Prince Fredrick Dr. in the amount of 3,300.00. Pay upon the work being completed.

**Resolution #73, 3/11/2025**

- **3404 Island Creek railing-** Ms. Laundry reported the railing will be completed by the end of March.

**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/Welcoming Committee-** Ms. Seebode reported Ms. Wilcoxon has become co-chair of social committee and the person who welcomes new residents. She is revamping the welcome packet. Jean Schaible is our new Sunshine Lady. Thank you to Melinda Proctor for her years of service in this role.
- **Social with Mutual 18-** Ms. Seebode reported there will be a party on Thursday, March 20<sup>th</sup> at 5:00 PM in the Activities Room in Clubhouse 2. You can still turn in money and RSVP in by March 13.

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

- **Reserve Advisers**- Ms. Sprinkle reported Reserve Advisers is not finished. They have proposals from roof companies for the cost to fix the roofs as of today and will look into inflation for the cost in 10-15 years. This will hopefully be available next board meeting.
- **Community Report** – The February 2025 Community Report was distributed.
- **Previously Approved Invoices** - The previously approved invoice chart was distributed for the board's review.

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

- a. **LW Golf** – Mr. Allston reported the seasonal fees have raised \$210,000 in seasonal greens which have has 172 out of 220 members sign up so far. There have been 756 rounds played year to date, total revenue is \$293,000 in 2024.
- b. **LW Landscaping** – No report.
- c. **LW Technology – Art Popper** – The Technology Committee (TECH) is starting to review the telecommunications needs of LW for the future, in anticipation of the expiration of the current Comcast contract December 31, 2027. The evaluation and decision about future providers need to be done soon within 12 months, especially if we change providers. This is because a new provider may need up to 18 months to bring in and set up fiber optic cables and other technology. This must be done in advance because we would need to ensure continuous telecommunication with a new contract.  
Future contracts will need to allow for updated and expanded telecommunications to allow for increasing needs for LW administration and the increasing expectations of residents. These include things like smart appliances, monitoring of residents by medical personnel, smart devices for house cleaning and other home activities, etc. While we know that many current residents are not interested in smart devices, many current residents, and most incoming residents, will have expectations that we have an array of opportunities for smart homes.

## 8. Open Forum – No report.

- 9. **Next Planning Meeting** – The next planning meeting will be on Thursday, April 3, 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, April 8, 2025, at 9:30am, in person and via Zoom.
- 11. **Adjournment** – The meeting was adjourned at 10:59 AM.