

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

June 14, 2022

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, June 14, 2022, at 9:30am.

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

Management: Robert Kimble, General Manager; Kelly Rivera, Administrative Assistant, Mutual Services.

Visitors: Various unit owners.

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Community Report – Mr. Kimble gave the June 2022 Community report. He reported that all residential data has been imported into the new software database. He also reported that the Reserve study has been completed, and that a draft will be posted on the Leisure World website for review early next week. Floodplain consultants continue to work with the Maryland Department of Environment and Montgomery County Stormwater Management and Sediment Control, and construction of the culvert replacement is expected to begin in September. The circular drive curbs and concrete sidewalks are complete, and the circular drive concrete will be poured later next week as weather allows. The Admin building project will begin sometime before the end of this year and the globe painting project has been completed. Leisure World will be having a Juneteenth Celebration this Sunday at 5:00pm and fireworks will begin around 9:30pm. Mr. Kimble answered all questions and addressed different concerns regarding the Norbeck gate access project.
3. Approval of Agenda for June 14, 2022 BOD meeting– The agenda was approved as presented.
4. Approval of Minutes for April 12, 2022 BOD meeting and 2022 Organizational Meeting Minutes– The minutes were approved as presented.
5. Correspondence/ABMs- Gilbride- The Mutual 16 Board of Directors approved the following ABM:

Replacement of existing handrail on the north side of driveway at 15403 Prince Frederick Way (Gilbride).

6. Treasurer's Report- Ed Bradley

a. Bills to Consider

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

To approve payment to J&M Construction invoice #2171 in the amount of \$150.00 for gutter and downspout cleaning at 15504 Prince Frederick (Fajnor).

Resolution #8, 6/14/2022

To approve payment to McKenzie Engineering Services invoice #1 in the amount of \$1,200.00 for consulting structural engineering services regarding floor slab settlement, and interior cracks and separations at 15420 Prince Frederick Way. (Bradley)

Resolution #9, 6/14/2022

b. Investment Actions- The Mutual 16 Board of Directors submitted an Action Without a Meeting to authorize the Leisure World Accounting Department to redeem all of the proceeds of the Cathay Bank CD maturing on June 4, 2022, and reinvest the proceeds in a money market account on the best available terms.

c. Approval of 2021 Audit report-

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

Resolved that the Board of Directors of Mutual 16 hereby approves the 2021 audit and authorizes the president Joan Allston to sign the Gross Mendelsohn representation letter.

Resolution #10, 6/14/2022

7. Advisory Committees

- a. E&R- Bob Hortin – Mr. Hortin reported that the lawn chairs for the outdoor pool are still on back order, and that the Committee is evaluating the 2023 budget and considering charging \$1 per person/ chair for private functions. A motion to change the name of the Committee to “Lifestyle” was defeated, and the Committee will remain as “Education and Recreation.”
- b. Golf- Doug Allston – Mr. Allston reported that the renovations of the golf course have begun, and that the rounds played are lower than what they were last year because of the weather.
- c. Health- Jeanne Jones – No report.
- d. Landscaping- Betsy Davis – No report.
- e. CPAC/Technology/ Strategic Planning- Art Popper- Dr. Popper reported that CPAC is waiting on the evaluation of various proposals submitted to different advisory

Committees, and that there is also a recommendation to do a Master plan for Leisure World. The Technology Committee is monitoring issues with Comcast which are very minimal, and Strategic Planning is doing a study of governance and how Committee members are chosen. He also reported that proposals were made to the high rise buildings to install charging stations for electrical vehicles, and that the price was reduced from \$50,000 to \$2,000 if rebates are obtained.

- f. Tennis/ Pickleball – No report.
- g. Leisure World BOD- Mrs. Allston reported that a motion to merge the Energy Advisory Committee into the Physical Properties Advisory Committee was approved, and that the Board also approved the 2021 audit report. A new company was hired to work in the IT department, and US Pools is the new service provider for the indoor and outdoor pools.

8. Insurance Report- Betsy Davis/ Paula Seebode- Ms. Seebode reported that Jeff Rice provided a 2022-2023 insurance notice to send to all residents of Mutual 16 in which he states that Certificates of Insurance will be provided by him. She also stated that a second letter was sent to Crystal Castillo requesting a refund for the insurance premium that was paid before acquiring the new insurance policy.

9. Rules Committee-

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

Resolved: To establish a new Rules Committee to review and revise Mutual 16 rules, and to make suggestions to the Board based on feedback from all residents.

Resolution #11, 6/14/2022

10. Mutual 16 Committee Reports:

- a. M16 Newsletter- Chris Everett- Mr. Everett reported that the newsletter is almost completed.
- b. Maintenance-Jack Looney- Mr. Looney reported that an engineer is developing a plan for 15420 Prince Frederick Way, and that there are a few problems with drains around the Mutual.
- c. Social- Julie Repeta- No report.
- d. Park- Paula Seebode- No report.
- e. Landscape- Doug Allston- Mr. Allston reported that inspections were conducted around the Mutual, and that most houses have already completed the required maintenance regarding landscape outside their home.

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,
To approve McFall & Berry proposal #4323 for the removal of 7 Mutual trees and stump

removal near 3317 Solomons Ct., 3300 Solomons Ct., 15407 Prince Frederick Way, 3400 Parker Creek, and 15509 Prince Frederick Way in the amount of \$8,960.00 upon work completion.

Resolution #12, 6/14/2022

To approve McFall & Berry proposal #4325 for the replacement of trees at 15557 Prince Frederick Way (1), and on Parker Creek (2) in the amount of \$1,549.44 upon work completion.

Resolution #13, 6/14/2022

- f. Reserve Study- Mrs. Allston reported that a reserve study needs to be completed in 2023. Paula Seebode will get proposals from vendors toward that end.

11. Open Forum- No report.

12. Next Agenda Meeting – Agenda meeting will be held on 7/7/2022 at 1PM in Clubhouse 2.

13. Next BOD Meeting – The next BOD meeting will be on 7/12/2022 at 9:30am via Zoom.

14. Adjournment – The meeting was adjourned at 11:00 AM.



June 13, 2022

Community Report

Community Financials

Year to date: net operating expenses were **\$29,143 over budget**
Income: \$191,251 *Over budget*
Expenses: \$162,108 *Under budget*
Net Income: \$29,143 *Over budget*

Period ending May 31, 2022: net operating expenses were **\$24,546.00 over budget**
Income: \$4,858 *Over budget*
Expenses: \$5,625 *Over budget*
Expense-Overhead: \$14,063 *Over budget*

Property Transfers

	<u>Current Month</u>		<u>Year-to-Date</u>	
	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
Total property transfer for May:	40	41	154	181
Total transfer contributions:	\$185,666	\$292,474	\$640,696	\$1,198,082

Gate Access

All residential data has been imported into the new software system/database we will be using.

The beta group has been contacted to begin the process of issuing RFIDs.

Trust Replacement Reserve Study

DMA's draft data report has been reviewed and revised by PPD facility management staff. An updated draft report with annual reserve funding charts will be presented for funding discussion at the Executive Committee meeting on 6/17/22.

Civil Engineering Services Contract Report

O'Connell & Lawrence, civil engineers, and their floodplain study consultants are completing the design documents for approvals by the Maryland Department of the Environment and Montgomery County stormwater management and sediment control departments. Current plans are to bid out the culvert replacement work to contractors in mid-July with construction to occur in September. The golf course 17th fairway will be impacted when upstream water is diverted via pumps and temporary piping installation on the cart path and fairway. A temporary cart path ramp will allow golf carts to cross over the surface pipes during construction.

Project Status Updates

Clubhouse 1 –

Warfel Construction has been working weekends to obtain DPS inspection approvals on interior construction, fire suppression, mechanical, electrical, etc. Site lighting installation is in progress with landscaping to follow over the next two weeks. The circular drive curbs and concrete sidewalks are complete. The circular drive concrete will be poured later next week and into the following week as weather allows. Owner and architect punch list review is scheduled for Wednesday 6/22 with final occupancy to follow by the end of June.

Admin Building –

A minor amendment application has been accepted by MNCPPC (Maryland National Capital Parks and Planning Commission) and fees paid to allow for scheduling a public hearing in late July. Public notification signage will be installed next week at the project site. Revised construction documents by RLPS Architects, consulting engineers, and Stantec civil engineers are near completion. Once completed the CD package will be submitted to Montgomery County for review and permits.

LW Globe – Repair and Painting

The Globe painting project has been completed and accepted by PPD management.

Juneteenth Celebration

Please plan to attend the first LW Juneteenth Celebration on Sunday, June 19th starting at 5:00 pm and fireworks to begin around 9:30. For registration information and updates contact Clubhouse 1 or 2.

HR Corner:

There were 9 new hires in May. Current vacant positions:

- Vehicle Mechanic (PPD)
- Maintenance Assistant – (Greens II)
- Building Engineer – (Greens II)
- Maintenance Assistant – (Vantage Point East)
- Assistant Resales Administrator – Resales
- Gate Guard – Security and Transportation
- Customer Service Representative – (PPD)
- Special Maintenance Technician – (PPD)
- Appliance Mechanic – (PPD)