

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

August 9, 2022

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, August 9, 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: Melissa Pelaez, Assistant General Manager; Kelly Rivera, Administrative Assistant, Mutual Services, Bob Kimble, General Manager.

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Visitors: Various unit owners.

1. Call to Order – The meeting was called to order at 9:32 a.m.
2. Community Report – Mrs. Pelaez reported that residents at Vantage Point East had their RFIDs installed a few weeks ago, and that the Security department will continue to install RFIDs for residents in the high-rise buildings. All other Mutuals will be scheduled to complete RFID installation after the high rises are completed. The Trust Replacement Reserve Study was approved by the Leisure World Board of Directors, and this information will be added to the 2023 budget. Drawings for the Civil Engineering Services Contract are being prepared, and the Clubhouse One project has been completed. The Admin building project is still in the works, and a public hearing will be held in September to approve the minor amendments made to the project. BTU Energy Advisors initiated negotiations with Shell North America regarding the wholesale account Leisure World is considering for electric energy provider going forward since Talen Energy's bankruptcy. Mrs. Pelaez answered all questions. Mr. Kimble stated that he is against an unmanned gate at the Norbeck gate.
3. Approval of Agenda for August 9, 2022 BOD meeting – The agenda was approved as presented.
4. Approval of Minutes for July 12, 2022 BOD meeting – The minutes were approved as presented.
5. Correspondence/ABMs – No Report.
6. Advisory Committees
  - a. E&R – Bob Hortin – Mr. Hortin reported that an Interfaith Chapel Committee is

seeking approval to become a Leisure World club, and that the E&R Committee discussed building a new outdoor pool. CPAC is currently reviewing the following three projects: the renovation of the auditorium; reconstruction of the outdoor pool; and the building of a labyrinth.

- b. Golf – Doug Allston – Mr. Allston reported that the renovation of the golf course has been completed.
  - c. Health – Jeanne Jones – Ms. Jones reported that the contract between Medstar and Leisure World is still being negotiated, and that there was a carbon monoxide incident in one of the high-rise buildings. Ms. Jones advised residents to consider having a carbon monoxide detector near the garage and near the fireplace inside the homes. The Committee is discussing the possibility of providing assisted living services.
  - d. Landscaping – Betsy Davis – Ms. Davis reported that the Committee discussed reorganizing the Advisory Committee as well as the charter.
  - e. CPAC/Technology/ Strategic Planning – Art Popper – Mrs. Allston reported on behalf of Doctor Popper. The information in the newspaper regarding Advisory Committee applications is incorrect.
  - f. Tennis/ Pickleball – Dee Berkholtz – Ms. Berkholtz reported that the courts have cracks, and that PPD stated that the cracks are not an issue. Pickleball continues to grow in Leisure World.
  - g. Leisure World BOD – No report.
7. Insurance Report – Betsy Davis/ Paula Seebode – Ms. Seebode reported that Mutual 16 may have been included in the negotiation of the new umbrella policy for Leisure World, and that she and Ed Bradley will continue to investigate and make sure that no inappropriate charges are made to Mutual 16. The insurance broker from USI stated that Mutual 16 should have already received a refund for the Crime Policy paid in January, and the Mutual will not receive a refund for the payment of the April 2022 insurance policy with Leisure World. Mrs. Allston attended the Insurance Advisory Committee meeting and suggested that Leisure World consider adding a new insurance broker.
8. Mutual 16 Committee Reports:
- a. M16 Newsletter – Chris Everett – No report.
  - b. Maintenance – Jack Looney – 15420 Prince Frederick Way

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

To approve a proposal from M Taylor Enterprises for the installation of 24 helical piers at 15420 Prince Frederick Way in the amount of \$37,950.00.

Resolution #22, 8/9/2022

To approve a proposal from McKenzie Engineering Services to provide consulting structural engineering services regarding proposed floor slab-on-grade underpinning at 15420 Prince Frederick Way in the amount of \$3,750.00.

Resolution #23, 8/9/2022

To approve to make payment to J&M Construction invoice #2129 for replacing wind damaged blown out shingle at 3420 Island Creek in the amount of \$75.00.

Resolution #24, 8/9/2022

- c. Social – Julie Repeta – The activities room in Clubhouse Two has been reserved for the first Saturday in December.
- d. Park – Paula Seebode – No report.
- e. Landscape – Doug Allston – Mr. Allston reported that three trees will be planted in Parker Creek, and a Maple tree will be planted on Prince Frederick.
- f. Rules Committee – Ms. Seebode reported that the Committee continues to review the bylaws.

9. 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 LWMC invoice #213757 for snaking the underground pipe at 15509 Prince Frederick Way, Unit 105-C in the amount of \$90.00.

To approve to make payment to J&M Construction invoice #2189 for replacing shingles and cleaning the gutters at 3412 and 3416 Island Creek in the amount of \$200.00.

To approve to make payment to DHCA license #16485 for the renewal of Montgomery County license and registration in the amount of \$475.00.

To approve to make payment to Handyman Jack Repairs for rebuilding the chimney mortar cap at 3407 Parker Creek Lane in the amount of \$350.00.

Resolution #25, 8/9/2022

- b. Presentation by Mr. Theodore Hart of Morgan Stanley Wealth Management Division –

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed, Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting Department to open a brokerage account with the Community Association Reserve Management section of Morgan Stanley Smith Barney of Washington, D.C., and further appoints Edwin Bradley and Joan Allston to serve as authorized signers on the account.

Resolution #26, 8/9/2022

Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting Department to redeem early the Forbright Bank CD maturing on March 4, 2023 and the First Internet Bank CD maturing on March 5, 2023 and to deposit the funds from those redemptions along with the Roof Reserve funds from the Primis account in the Morgan Stanley brokerage account; and further, the Mutual 16 Board of Directors authorizes Leisure World Accounting to redeem early the 10027 Gateway First CD maturing November 9, 2022, the Capital Bank CD maturing January 28, 2023, the Pacific National Bank CD maturing on April 5, 2023 and the First Internet Bank CD maturing on April 29, 2023 and to deposit the funds from those redemptions along with the Replacement Reserve funds in the Primis Bank, Sandy Spring Bank, EH National Bank and Atlantic Union Bank in the Morgan Stanley brokerage account.

Resolution #27, 8/9/2022

10. Open Forum – No questions
11. Next Agenda Meeting – Agenda meeting will be held on 9/1/2022 at 1PM in Clubhouse 2.
12. Next BOD Meeting – The next BOD meeting will be on 9/13/2022 at 9:30am via Zoom.
13. Adjournment – The meeting was adjourned at 11:31 AM.