

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

October 12, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, October 12, 2021, at 9:30am.

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

Management: Melissa Pelaez, Assistant General Manager – Mutual Services, Monica Tejada, Administrative Assistant; Kelly Rivera, Administrative Assistant

Visitors: Various unit owners

1. Call to Order – The meeting was called to order at 9:30 a.m.

General Managers Report – Mrs. Pelaez gave the General Manager’s report. She gave an update on the Clubhouse 1 Project and the Gate Access Project. Community Shredding day is scheduled for November 13th from 10:00AM- 1:00PM in the Administration building parking lot. There were also questions about the increase in community facilities fee as well as rules of opting out of insurance

2. Approval of Agenda for September 14th BOD meeting– The agenda was approved as presented.
3. Approval of Minutes for September 14th BOD meeting– The minutes were approved as amended: To add addresses to all invoice payment resolutions.
4. ABM- Ms. Monica Tejada stated that a letter requested by Ms. Gilbride was sent in the mail explaining why her ABM application was denied.
5. Correspondence- Mrs. Allston read a letter from Rita Hall about the entrance gates to the Courtyards of the Huntington models, questioning why repainting was not covered on the “Who Pays List.” The Board agreed to further discuss this at the next Agenda Meeting.
6. Advisory Committees
 - a. E&R- Bob Hortin - Mr. Hortin gave an update on the clubhouse 1 Project. He answered all questions.

- b. Golf- Doug Allston – Mr. Allston stated that there is a waiting list for non-residents to use the Golf Course, and that there will be an increase in fees for non-residents.
- c. Health- Jeanne Jones – Ms. Jones stated that Medstar is in the process of re-negotiating and renewing a contract with Leisure World. She also announced that Drug Take-Back Day will be on October 23rd, and that COVID vaccines are still being distributed to those eligible as well as booster shots. Flu shots and shingles vaccines are also being distributed by appointment.
- d. Landscaping- Betsy Davis – Ms. Davis announced that Fall flower plantings have started.
- e. CPAC/Technology/ Strategic Planning- Art Popper- Dr. Popper stated that CPAC is working on a strategic way to review requests for projects. He also stated that there are resident concerns about the RFID readers, which include data protection and privacy. The Strategic Planning Committee is trying to put together something that informs Leisure World Residents of the different clubs at Leisure World. The committee is moving ahead with plans on Vehicle Charging Stations as well.
- f. Tennis/ Pickleball - Dee Berkholtz- Ms. Berkholtz stated that there are concerns about cracks on the courts, and whether they will be fixed before Winter arrives. The Tennis and Pickleball Advisory Committee has extended the active period for playing to almost the entire year.
- g. Security & Transportation- Harry Geehreg- No report at this time.
- h. BOD Meeting: 9/28/2021- Mrs. Allston stated that Leisure World signed a contract with CTC to monitor and report on Comcast performance, and that they will open an office in Clubhouse 1 on Wednesdays from 10:00AM- 3:00PM, beginning next month. The Golf Enhancement Project is being finalized. There are concerns from Signal Financial and Weichert Realtors regarding the plans for the renovated Administration building. It was also stated that Leisure World was directed to develop a plan within two weeks to move the Leisure World staff from the Administrative building into a different location within Leisure World because of mold remediation. The LWMC budget which included capital equipment purchases was approved. The total amount per unit for the community fees will be \$216.68 per month.

7. Treasurer's Report- Ed Bradley

- a. Bills to consider

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

To pay LWMC invoice #188165 in the amount of \$170.00 for unclogging the downspout and underground pipes at 15526 Prince Frederick Way.

Resolution #38, 10/12/2021

To pay LWMC invoice #188154 in the amount of \$63.75 for unclogging the downspout and underground pipes at 15524 Prince Frederick Way.

Resolution #39, 10/12/2021

To pay LWMC invoice #198253 in the amount of \$170.00 for unclogging downspout and underground pipes at 15556 Prince Frederick Way.

Resolution #40, 10/12/2021

To pay LWMC invoice #198320 in the amount of \$63.75 for checking gutters and underground drain at 15554 Prince Frederick Way.

Resolution #41, 10/12/2021

To reinvest CD 131000.M016.100026 with Gateway Bank for one year at the best available rate.

Resolution #42, 10/12/2021

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

Hereby rescinds Resolution #15 dated July 13, 2021, and in its place the Board hereby resolves that there shall be no increase in the funding of the replacement reserve in the 2022 Budget.

Resolution #43, 10/12/2021

8. The Board is asked today to approve the proposed 2022 budget for mailing to the unit owners for their comments. The budget provides for an average monthly 2022 condo fee of \$815.67. The primary cause of this large increase is a substantial increase in the Property Insurance expense, that is, the portion of the Leisure World master property insurance policy premium allocated to Mutual 16. Community Facilities, Mutual 16's assessment for community-wide expenses and the TV-internet contract, accounts for \$9.13 of the increased condo fee. An increase in the Mutual operating expenses adds \$4.25 and Roof Reserve funding adds \$1.32 to the increase. Finally, the absence of Prior Year Surplus as a source of revenue in lieu of condo fees, as compared to the 2021 budget and condo fee, accounts for \$8.99 of the 2022 condo fee increase.

Mr. Bradley offered the following resolution:

Upon motion duly made and seconded, the mutual 16 Board of Directors approved,

Resolved, that the Board approve mailing the proposed 2022 budget to the unit owners for their comments. the comments to be submitted to any member of the Board by December 1, 2021.

Resolution #44, 10/12/2021

9. Mutual 16 Committee Reports:
 - a. M16 Newsletter- Chris Everett- Mr. Everett will announce and highlight the upcoming 2022 Budget letter. The Newsletter should be ready for review by October 17th
 - b. Maintenance-Jack Looney reported that there are three gutter problems currently being considered and that the Handyman Jack Invoice for the Stonework on three residences needs to be paid as soon as possible.
 - c. Social- Potluck Holiday Party is coming up on December 4th.
 - d. Park- Ms. Seebode stated that Park Beautification committee members planted mums and decorated the park for Fall. She also encouraged people to donate money to the park.
 - e. Landscape- Mr. Allston gave a report on the walkthrough of the Mutual that occurred October 5th. He stated that McFall & Berry will take care of dead wooding, and that the Driveway Expansion Project should end the following week.
10. Open Forum- Mrs. Pelaez came back and informed the Board that all questions regarding insurance must be provided in writing and will be forwarded to the broker for answers. She also said that the Betta group in the Gate Access Project has not been given their RFID tags. Ms. Seebode ended the open forum section by reporting the second estimate for a reserve study update (\$5760.00). She gave her opinion that a reserve study update would allow for a more accurate estimate of funding for the replacement reserve in the future.
11. Next Agenda Meeting – Agenda meeting will be held on 11/4/2021 at 1PM in Club 2.
12. Next BOD Meeting – The next Mutual 16 Board meeting will be held 11/9/2021 at 9:30 AM via Zoom.
13. Adjournment – The meeting was adjourned at 11:20 AM.