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

November 14, 2017

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 16-Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building on Tuesday, November 14, 2017 at 9:30am.

Directors Present: Joan Allston, President; Jim Turner, Vice President; Edwin Bradley, Treasurer; Fred Seebode, Director; David Darr, Secretary; Jeanie Jones, Director

Absent: Jack Looney, Director

Management: Kevin Flannery, General Manager, Roberta Carter, Mutual Assistant

Visitors: Virginia Rehbehn, Janice Romanoff, Kay Looney, John Fajnor, Betsy Davis, Rita Molyneaux, Joe Halpin, Arthur Popper, Robert Hortin, Ted & Susan Polydoroff,

1. Call to Order- Mrs. Allston called the meeting to order at 9:30 am.
2. General Manager's Report- Kevin Flannery presented the General Manager's report for the month of November 2017. All questions and comments were responded to by Mr. Flannery.
3. Approval of Agenda- The agenda was approved as presented.
4. Approval of Board Meeting Minutes- The minutes from October 10, 2017 were approved as presented.
5. Correspondence /ABM(s)- Mr. & Mrs. Abramson submitted an ABM (Application for Building Modification) to remove a Leland Cypress Tree and stump from 3419 Island Creek Court. Board members approved the ABM. Work will be performed by McFall & Berry. The residents (Abramsons) are paying for all work related to the removal of the tree and stump.
6. Advisory Committees:
  - A. Emergency Preparedness- Mr. Darr stated come January 1, 2018 it will be a state law that every smoke detector must be a 10-yr. detector.
  - B. Community Planning- Mr. Seebode stated that the committee is still working on their charter.

- C. Health- Ms. Jones's report included: (1) Specialist have been contracted to provide services such as Audiology, Massage Therapy, Acupuncture, Durable Medical Equipment and Home-Care Nursing residents in the space that was left at MedStar didn't rent for this next 5-year term. The **"Meet & Greet"** will take place on December 6, 2017 in the Maryland Room of Clubhouse I. (2) The **"Drug Take Back Day"** in October was successful. (3) Medicare open enrollment ends December 7<sup>th</sup>.
- D. Energy- Mr. Halpin's report included: (1) Mutual 9 sent a draft proposal letter to the EAC (Energy Advisory Committee) for a discussion and possible approval on whether to move forward with taking their energy rating value for the mutual and substitute that with the total electric meter reading for the prior year.
- E. Technology/LW Communication- Mr. Popper's report included: (1) The Communication Committee is continuing to work on the new website. (2) Discussion of an alternate option for the future with both television and internet included. (3) Strategic Planning Committee has submitted a proposal to the Executive Committee to recommend Leisure World conduct a process of strategic planning. (4)
- F. LWCC BOD Meeting 9/26/17- Ms. Allston's report included: (1) The request to allow a seat as a non-resident owner on Mutual 22 Board was postponed awaiting a decision from CCOC. (2) The resolution was approved to allow the Trust to invest in Credit Unions. (3) A resolution to divest 1 ½% of the resale money into the Capitol & Operating Fund was not approved. (4) A motion to charge a group for using a room if that event is outside the scope of the groups charter was not approved.

7. Treasurer's Report-

- A. Bills to Consider- Mr. Bradley reported that there six invoices in the amount of \$22,492.23 on the invoice list;

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation PPD \$4,728.23 Invoice# 118271 (Date of service: 10/26/17) structural repairs for the month of October 2017. Units 116-B, 121-A, 122-A, 123-B.

Upon motion duly made and seconded, the Board agreed:

To pay M. Taylor Foundation \$16,400.00 Invoice# 2723 (Date of Service: 10/20/17) Foundation repair; supply, labor, materials and removal of related debris in association with helical pier underpinning of sunroom at 3302 Solomons Court & 15500 Prince Frederick Way. (Fulmer & Turner)

Upon duly made and seconded, the Board agreed:

To pay McFall & Berry \$1,100.00 Invoice# 197230 (Date of Service: 10/31/17) Tree Maintenance; Take down & remove declining Maple Tree & stump located in rear of unit. Backfill hole w/soil then seed disturbed area. Remove large dead limb & deadwood tree located in rear of unit at 15401 & 15407 Prince Frederick Way.

Upon duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation PPD \$264.00 Invoice# 118829 (Date of Service: 10/31/17) snaked stand pipe approximately 30” with 5/6 cable at 15526 Prince Frederick Way (Manning)

**Resolution #23, 11/14/17**

- B. Mutual 16 Authorization to pay bills- The Board of Directors adopted the following resolution:

Resolved, that between now and December 31, 2017 Joan Allston or Edward Bradley is authorized to consent to the payment of bills that are clearly the Mutual’s responsibility to pay.

**Resolution# 24, 11/14/17**

- C. Holiday Party- The Board of Directors adopted the following resolution:

Resolved, that the Board of Directors appropriates \$600 to the Social Activities Committee; Julie Repeta to defray the costs of the holiday party and for other social purposes.

**Resolution# 25, 11/14/17**

- D. Investment Actions Proposed- No report at this time.
- E. Mutual Financial Status- Mr. Bradley stated that the Mutual is in good standings.

8. Mutual 16 Committee Reports-

- A. Social Event- Kay Looney reported on behalf of Julie Repeta stating that the Holiday Dinner will take place on Thursday; December 7, 2017 in the Activities Room of Clubhouse II, flyers will be distributed to all homes.
- B. M16 Newsletter- Ms. Molyneaux stated that the Nov/Dec newsletter edition will be delivered on Friday and expressed thanks to those that help with topics. Next newsletter will be in January.
- C. Maintenance- Joan Allston reported on behalf of Mr. Looney (1) The attic repairs are almost complete. (2) Clay Kenney will be contacted to clean the gutters and power wash several homes.
- D. Landscape- Mr. Darr stated that landscape is in pretty good shape.
- E. Emergency Preparedness- No report at this time.

9. Other Board Business-

- A. Advisory Committee Nominations- After discussion, the Board approved all applications for 2018 committee membership

Upon motion duly made and seconded, the Board agreed:  
To approve all submitted 2018 Mutual 16 Membership Applications as listed below:

Budget & Finance Committee: Robert Bridgeman  
Community Planning Committee: Fred Seebode  
Education & Recreation Committee: Joan Allston  
Emergency Preparedness Committee: David Darr  
Energy Committee: Robert Pechacek  
Golf & Greens Committee: Doug Allston  
Health Committee: Jean Jones  
Landscape Committee: Elizabeth Davis  
Leisure World Communication Committee: Art Popper

**Resolution# 26, 11/14/17**

10. Next Meeting- Tuesday, January 9, 2018 9:30AM; Sullivan Room.
11. Open Forum- Ms. Allston welcomed new residents Mr. & Mrs. Kitsooulis to the Mutual. Mr & Mrs Plydoroff vocalized complaints about the doors in their residence.
12. Adjournment- There being no additional business, the meeting was adjourned at 11:25AM.

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David Darr, Secretary