

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**November 12, 2024**

Pursuant to notice previously given, a regular meeting of the Board of Directors was held in the Rossmoor Room in Clubhouse II and via ZOOM on Tuesday, November 12, 2024, at 9:30 AM.

Directors Present: **Paula Seebode**, President; **Betsy Davis**, Vice President; **Chris Everett**, Secretary; **Ed Bradley**, Treasurer; **Doug Allston**, Director. and **Marcia Laundry**, Director.

Directors Absent: **John Looney**, Director

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

Residents: **Joe Halpin**, **Lynn Nyce**, **Dee Berkholtz**, **Joe Joyner**, **Marc Kellogg**, **Jenny Hughes**, **Arthur Popper**, and **Ellen Darr**.

1. **Call to Order** – The meeting was called to order at 9:29 AM.
2. **Approval of Agenda for November 12, 2024, BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for October 8, 2024, BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**

a. **Presidents Report** – Ms. Seebode submitted the following:

- **ABMs**

1. **3309 Solomons Ct.**

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

To approve the ABM as presented to install a back patio off the sunroom.

**Resolution #40, 11/12/2024**

2. **3303 Solomons Ct.**

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

To approve the ABM as presented to remove four original sliding glass doors in the sunroom and replace them with Provia Endure. Two different windows in both bedrooms will be removed and replaced.

**Resolution #41, 11/12/2024**

3. **15548 Prince Fredrick Way**

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

To approve the ABM as presented to replace existing garage door with a similar insulated door that has no windows. It will have the same outside appearance.

**Resolution #42, 11/12/2024**

4. **3403 St. Leonard’s Ct.**

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

To approve the ABM as presented to paint the front door green, install a front storm door and replace the metal mail slot on the front door.

**Resolution #43, 11/12/2024**

- **AWM’s (ratify 2)-** Paula reported that the AWMs were approved by that Board to pay the McFall and Berry proposal #15223 to remove a Maple tree and stump in the amount of \$880 on 10/16/24 by resolution #38. The Board also unanimously voted to ratify the payment of Rees Broome invoices 1428550, 1434452, and 1421513 in the amount of \$900 in total by resolution #39 on 10/16/24.
- **Site Visit- Nov. 20<sup>th</sup> at 10 AM-** Paula reminded everyone of the site visit with Ms. Sprinkle, Mr. Kimble and another member of management on November 20<sup>th</sup> at 10 AM.
- **Roof Reserve/Inspection-** Mr. Allston will be getting more information from Roof Maxx.

a. **Vice President Report –**

- **LW BOD meeting**

- **Master plan-**

- The VP Report on Master Plan recommendations to LW BOD emphasized the preliminary recommendations are only PRELIMINARY and not approved by the BOD. Some recommendations include:
- Reconfiguring green space by reducing golf course from 18 holes to 9 holes; using reconfigured green space for walking trails, dog park, playground; redesigning, refreshing and expanding front of Clubhouse I; possible traffic flow modifications to reduce speeding (LW data indicates speeding is NOT a problem); discussion of options for building additional housing units.
- VP expressed concern regarding what hard data used for recommendations

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

- **Invoices –**

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

To approve and make payment of the following invoices

| <b>M16 Invoice List- November 2024</b> |                    |                     |  |                    |
|--|--------------------|---------------------|--|--------------------|
| <b>Company</b>                         | <b>Invoice No.</b> | <b>Invoice Date</b> | <b>Service Description</b>                 | <b>Invoice Amt</b> |
| MF&B                                   | 228826             | 7/12/2024           | Supply and install 40 foot rail            | \$3,560.30         |
| Rees Boome                             | 1437796            | 10/31/2024          | Professional services                      | \$300.00           |
| PPD                                    | 252634             | 10/14/2024          | Clean downspout                            | 105.33             |
| Manders                                | 645577             | 10/31/2024          | 3401 St. Lenoards Ct. Entry way evaluation | 3,445.00           |
|  |                    |                     |  | \$7,110.63         |

**Resolution #44, 11/12/2024**

- **Investments** – Mr. Bradley reported that they will lock in the CD for \$50,00 at 3.6% that will mature in 2028.
- **Previously Approved Invoices** – The October 2024 previously approved invoice list was presented.
- **2025 Budget** –

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

To approve the 2025 budget as presented and send out the final copy to the unit owners

**Resolution #45, 11/12/2024**

- **Delinquencies & Financials** – No report

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

- **Newsletter-** Mr. Everett reported that he will be including information about easy to use and purchase backup UPS products to use during power outages. He will also put in the article about winterizing your house and how to do that.

**5. Reports from M16 Coordinators:**

- a. **M16 Maintenance** – Ms. Seebode presented Mr. Looney’s report which included updates on 13 current maintenance projects.

- **3401 St. Leonards Ct.**

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

Accept Manders Construction proposal for entryway repairs to 3401 St Leonards Ct for \$6300 to be paid upon work completion and invoice presented

**Resolution #46, 11/12/2024**

- b. **M16 Landscape Report – Marcia Laundry & Betsy Davis** – Ms. Laundry reported that they have finished going through properties and will be sending out notices to the four properties that need to address their deficiencies within 30 days. Betsy and Marcia will get in contact with McFall & Berry to schedule watering for the new grass that has been approved to be planted.

- **3404 Island Creek Ct. McFall and Berry proposal**

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

McFall and Berry proposal #15583 was accepted to supply and install Seven 1-gallon Native Switchgrasses to finish existing plant designs in the amount not exceeding \$179.41 to be paid upon work completion.

**Resolution #47, 11/12/2024**

- **15519 Prince Fredrick, 15500 Prince Fredrick and Leisure World Boulevard McFall & Berry tree removal proposal**

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

Approve proposal #15589 to remove trees at 15519 Prince Fredrick, 15500 Prince Fredrick and near Leisure World Boulevard in the total cost not exciding \$5,500.00 to be paid upon work completion

**Resolution #48 11/12/2024**

**c. M16 Social Events & Welcome Report – Kay Looney and Diane Rosenfield:**

- **Upcoming Events** –The Mutual’s holiday potluck has been scheduled for Sunday, December 8 at 5:30pm.

**d. M16 Rules/Bylaws – Doug Allston – Mr. Everett-**

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

Make changes to the Rules in the way of adding “the BOD expects all residents to honor Mutual 16 Rules for the good of the community and to abide by the Rules in good faith” on page 1 and change from “parking” to “traffic” on page 9. As approved, hand deliver new Bylaws, Rules and Who Pays list to all residents.

**Resolution #49, 11/12/2024**

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

- **Community Report** – The November 2024 Community Report was distributed.
- **Tasks Updates** – The November 2024 task updates report was submitted for the Board’s consideration and review. Ms. Sprinkle answered all comments and questions.

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

- a. **LW Golf-** No Report
- b. **LW Landscaping – Betsy Davis** – No report
- c. **LW CPAC/Technology – Art Popper** – No report.

**8. Open Forum** – After discussion, Ms. Sprinkle will send the Board a Conflict of Interests form review and consider.

**9. Next Planning Meeting** – The next planning meeting will be on Thursday, December 5, 2024, in person at 1:00 p.m. in Clubhouse Two Rossmoor Room.

**10. Next BOD Meeting** – The next Board meeting will be on Tuesday, December 10, 2024, at 9:30am, in person and via Zoom.

**11. Adjournment** – The meeting was adjourned at 11:46 AM.