

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

November 8, 2022

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, November 8, 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 9:37 a.m.
2. Community Report– Mr. Kimble reported that the new software for property management and accounting “CINC” is scheduled to be used by Leisure World starting on January 2023, and that the M&O agreement is currently being reviewed by legal counsel. A public hearing regarding the Administration building is scheduled for November 10, 2022 at 2:00pm. This meeting will be held online. Mr. Kimble also reported that he is currently searching for grant writers, and that PPD is waiting for approval of a ramp cut at the entrance of the restaurant. Shredding day is scheduled for November 12 in the administrative parking lot. Mr. Kimble answered all questions and comments.
3. Approval of Agenda for November 8, 2022 BOD meeting– The agenda was approved as presented.
4. Approval of Minutes for October 11, 2022 BOD meeting– The minutes were approved as presented.
5. Correspondence/ABMs/AWM– No report.
6. Advisory Committees
 - a. Lifestyle– Bob Hortin– No report
 - b. Golf– Doug Allston– No report.
 - c. Health– Jeanne Jones– Ms. Jones reported that an educational program on falls was held and that 22 people attended. Drug take-back day was also held in October, and the Health Advisory Committee will have fewer members in 2023. The Committee will continue to develop educational programs on different topics.

Ms. Jones also reported that Medstar has limited specialty caregivers such as Psychiatrists, and that more information regarding specialty caregivers and services provided can be found online.

- d. Landscaping– Betsy Davis– No report.
- e. CPAC/Technology/ Strategic Planning– Art Popper– No report.
- f. Tennis/ Pickleball– Dee Berkholtz– The Tennis and Pickleball Advisory Committee has been dissolved.
- g. Leisure World BOD– No report

7. Mutual 16 Committee Reports:

- a. M16 Newsletter– Chris Everett– No report.
- b. Maintenance– Jack Looney–

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

To approve a proposal from J&M Construction for gutter and downspout cleaning in the amount not to exceed \$2,400.00 to be paid upon work completion and receipt of invoice.

Resolution #41, 11/8/2022

- c. Social– Julie Repeta– Mrs. Allston reported that the holiday party is scheduled for December 3rd, 2022. Ms. Davis reported that residents will be getting together on Sunday, December 11, 2022 at 2:00pm to arrange cookie platters for first responders, and she invited all residents to participate.
- d. Park– Paula Seebode– No report.
- e. Landscape– Doug Allston– No report.
- f. Rules Committee–

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed by a vote of five (5) to two (2),

To postpone any discussion of the Mutual 16 bylaws and rules by the Board of Directors until January 2023.

Resolution #42, 11/8/2022

8. 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 Handyman Jack Repairs and Renovations invoice dated

10/27/2022 for drain pipe inspection, cleanout, joint sealing, and stain removal at 3401 Parker Creek Lane in the amount of \$135.00.

Resolution #43, 10/11/2022

To approve to make payment to M. Taylor invoice #3075 for installing five (5) helical piers to support closed-in rear patio bump out and installing carbon fiber straps over cracks in room in the amount of \$9,400.00.

Resolution #44, 10/11/2022

- b. 2023 Proposed Budget– Mr. Bradley reported that the 2023 proposed budget was sent to all unit owners for their questions and comments. The M&O agreement was submitted by Leisure World after the proposed budget was sent to all owners, and this agreement showed an additional increase in fees. The increase of the budget amount is due to the addition of two property managers. Mr. Bradley will re-evaluate other expenses listed in the budget that can be adjusted by the Mutual in order to keep the monthly condo fees as shown in the tentative budget that was sent to all owners. The 2023 budget will be approved during the December 2022 meeting.
9. Open Forum – Mr. Allston thanked Bob Bridgeman for applying soil and grading the area that was damaged by the water main break at 15503 Price Frederick.
10. Next Agenda Meeting – The next agenda meeting will be held on 12/1/2022 at 1PM in Clubhouse 2. Mrs. Allston invited all residents to attend this meeting.
11. Next BOD Meeting – The next BOD meeting will be on 12/13/2022 at 9:30am via Zoom.
12. Adjournment – The meeting was adjourned at 11:02 AM.



November 22, 2022

Community Report

Community Financials

Year to date: Net Revenue over Expenses is unfavorable to budget by \$286,720

Income:	375,063 <i>Unfavorable to budget</i>
Expenses:	88,343 <i>Favorable to budget</i>
Net Income:	286,720 <i>Unfavorable to budget</i>

Summary for Month of October: Net Revenue over Expenses is unfavorable to budget by \$9,831

Income:	36,640 <i>Unfavorable to budget</i>
Expenses- Salary/ Benefits:	22,260 <i>Favorable to budget</i>
Expense-Overhead:	4,549 <i>Favorable to budget</i>
Net Income:	9,831 <i>Unfavorable to budget</i>

Net Revenue over Expenses is unfavorable by about \$287k year to date, a slight increase of about \$9,800 over September. Management has been focused on cost containment efforts, as demonstrated in expenses coming in below budget. Budget favorability is increasing within Administration, Community Services, and Golf. The unfavorable budget variance has decreased for Recreation Operations, due primarily to the clubhouse and communications.

Revenue across all departments is unfavorable to budget by about \$375k, of which the PPD revenue decline is about \$348k. The PPD revenue decline has increased by about \$45k from September.

Expenses are favorable by about \$88k. Management continues to be focused on cost containment efforts, as demonstrated by October's results. However, these efforts are stymied by certain expenses that can't be reduced over budget. Utilities continue to be unfavorable to budget by about \$80k. Had utilities come in at budget, the expenses would have been favorable by \$168k, and the overall deficit would have been \$207k.

Management has shared that the revenue decline is due mainly to how labor was treated for capital projects. The current procedure is to create revenue for all labor used for capital projects. The assumption of the % of staff time for capital projects has been over-inflated, and management is using actual time for the allocation. In 2023, we will not be creating a revenue entry for these types of situations.

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 October:	33	29	376	379
Total transfer contributions:	\$151,406	\$221,607	\$1,697,160	\$2,671,059

Current Staff Priorities

New Property Management/ Accounting Software – We have selected CINC software for our property management and accounting needs.

The General Manager is looking for volunteers that have experience in grant writing for various projects in the community.

M&O Agreements are being finalized with the Mutuals.

Gate Access

A schedule has been made for RFID installations to be completed by the end of the year.

Gleneagles Drive Culvert – Stormwater Management – O’Connell and Lawrence Civil Engineer (O’C&L)

Precast concrete shop drawings and submittal preparation are in process with box culvert fabrication to begin once approved by O’Connell & Lawrence. County sediment control construction permits are in review with DPS and permit release dependent on construction sequencing modification. Full roadway closure is expected once excavation begins and will continue until surface pavement is completed.

Project Status Update

Admin Building –

The M-NCPPC (Maryland National Capital Parks and Planning Commission) had a public hearing on Thursday, November 10th at the County’s Wheaton headquarters. LWMC’s project #82017012B was approved by the commission.

<https://eplans.montgomeryplanning.org/daiclinks/pdodlinks.aspx?apno=82017012B&projname=Leisure%20World%20Admin%20Building>

Construction/design documents remain in review for building permit approval with Montgomery County. Warfel Construction subcontractor bids and project total cost will be presented to LWMC for acceptance in late November. The Owner / Contractor contract, expected to be signed in December, will occur ahead of year-end construction cost increases. The construction will start in March 2023 with contractor site prep and mobilization to occur in February.

HR Corner - New Hires in September

- Irby, Eric A. – Assistant Building Engineer (Mutual 17A Fairways South)
- Lewis, Antwan J. – Special Police Officer (Security)
- Bodrick, Barbara Sintrell – Gate Guard (Security)
- Colvin, Tayla N. – Gate Guard (Security)
- Gendlemen, Jill M. – Receptionist (Lifestyle)