

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
December 10, 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, December 10, 2024, at 9:30 AM.

Directors Present: **Paula Seebode**, President; **John Looney**, Director; **Chris Everett**, Secretary; **Ed Bradley**, Treasurer; **Doug Allston**, Director. and **Marcia Laundy**, Director.

Directors Absent: **Betsy Davis**, Vice President.

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

Residents: **Joe Halpin**, **Kay Looney**, **India Berkholtz**, **Joe Joyner**, **Marc Kellogg**, **Val Kellogg**, **Arthur Popper**, **Jim Rosenfield** and **Janet Gilbride**.

1. **Call to Order** – The meeting was called to order at 9:35 AM.
2. **Approval of Agenda for December 10, 2024, BOD meeting** – The agenda was approved as amended. Add ABM for 3420 Island Creek Ct under 4.
3. **Approval of Minutes for November 12, 2024, BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**
 - a. **Presidents Report** – Ms. Seebode submitted the following:
 - **ABMs**
 - a. **3422 Island Ct.**

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

To approve the ABM as presented to replace door and remove screen door.
Resolution #50, 12/10/2024
 - b. **15557 Prince Frederick Way**

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

To approve the ABM as presented to replace sliding glass doors in the Florida room.
Resolution #51, 12/10/2024
 - c. **3420 Island Creek Ct.**

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

To approve the ABM as presented to replace sliding glass doors in the Florida room.
Resolution #52, 12/10/2024

- **Walk Through** – The president and one unit owner walked through the Mutual with the Mutual Services staff. We talked about the accessibility of the Park and instituting a Mutual-wide infrastructure inspection.

- **M&O** – Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,
To sign the 2025 amended Management and Operations Agreement as presented.

Resolution #53, 12/10/2024

- **Sales** – Two units on Island Creek have sold for \$515,000 and \$600,000. The new unit owners have not moved in yet.

- **Resolution #11** – Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To amend Resolution #11 as follows:

The Board maintenance chairperson or the Mutual 16 property manager is authorized to approve and to arrange for work to be done at a unit owner's residence so long as the estimated cost of the work has been agreed upon in writing and the total expected cost does not exceed \$5,000.00. The Board should be notified that the work has been approved. The President or Treasurer is authorized to approve payment of the invoice for the work that has been done and should report the payment to the Board.

Resolution #54, 12/10/2024

- **Resolution #13** – Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To approve Resolution #13 as amended,

If an emergency requires work to be undertaken as soon as possible, the director who would oversee the project or the Mutual property manager, in consultation with the President or Vice President, may approve the work and should keep the Board current on its progress. The Board must approve payment.

Resolution #55, 12/10/2024

- **Resolution #14**- Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To approve Resolution #14 as amended,

If work that the Board, the maintenance coordinator, or property manager has approved is underway and it becomes clear that more extensive work must be done, the Board, the director overseeing the project or the Mutual property manager, in consultation with the President, may approve the additional work so long as the additional cost does not exceed 20% of the originally approved price. Resolution #14, 6/13/2023.

Resolution #56, 12/10/2024

- **MF&B proposal-** Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

The majority of the board accepted McFall and Berry proposal #15962 to extend the fence/railing behind 3404 Island Creek for safety reasons. The board rejected proposal #15935 for extending the walkway behind 3404 Island Creek and the board decided to wait and see how the grasses fill in before considering proposal #15933 for bushes behind 3404 Island creek.

Resolution #57, 12/10/2024

- **CTA paperwork-** The board members think they have completed the Corporate Transparency Act paperwork but are waiting to hear from Rees Broom if that in fact is true.

a. Vice President Report –

- **LW BOD meeting-** The LWCC Board of Directors November meeting was held December 3, 2024, both open and closed sessions. During the open session, reports and updates were given by Acting co-General Managers Rajita Andrews and Steve Wischmann, as well as CFO Andy Wierbzig. Included:
 - Water usage-- Following complaints about large increases in water bills from 3M mutuals, including M16, the CFO has been studying how those allocations are made. Some Trust property buildings do not have sub meters, so their usage goes into the 3M account to be paid by those mutuals, rather than all mutuals as a part of Community Facilities fees. The CFO developed a more equitable assessment of usage, which will result in adjustments to non-metered mutuals, approximately \$4,000 reduction for M16 in 2024, to be credited by the end of 2024.
 - An audited operating surplus for 2023 will be distributed to all mutuals on a per unit basis, amounting to approximately \$4,000 for M16.
 - PPD 2025 contracts for maintenance and repairs are due to PPD soon. Unit owners received a mailing from PPD last month with details on coverage options and costs.

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

- **Investments** – No report
- **Delinquencies & Financials** – Mr. Bradley reported there was only one delinquency.

c. Secretary's Report – Mr. Everett-

- **Newsletter-** The board helped come up with ideas to put in the next newsletter.
- **Hard and Electronic Copies of the Rules-** Ms. Sprinkle reported we are still awaiting a draft from communications. We should receive one in the upcoming weeks.

5. Reports from M16 Coordinators:

a. M16 Maintenance – Mr. Looney presented his report which included updates on 9 current maintenance projects.

- **Mutual-wide Fall Gutter cleaning-** 15501 and 15503 PFW- Mr. Looney reported mutual

wide gutter cleaning will start today.

- **Siding 3309 Solomons Ct-** Mr. Looney reported the siding has been completed and paid in full.
- **3401 St Leonards Beam progress-** Mr. Looney reported they are still awaiting the beam to arrive. He announced it is scheduled to come in on December 16th, 2024 and work will start as soon as it comes in.
- **Possible Roof leaks 3403 Parker Creek-** Mr. Looney reported we will be waiting for Handyman Jack to resume working to investigate it.
- **Rake board-** Mr. Looney reported he will get proposals from Welsh Roofing and J&M to get all the affected rake boards replaced with metal.
- **M16 Roofs: Info from Roof Coordinator, Doug-** Mr. Allston reported that today it will cost \$440,000.00 to put on a spray treatment from Roof Maxx to extend the life of the roofs. He also shared that extrapolating from the Roof Maxx information replacing rooves today it costs \$2.2 million to replace all the roofs. After discussion, Ms. Sprinkle will attempt to get a second estimate for the cost of the roofs.
- **M16 Landscape: Landscape Letters-** The board decided to have a hearing for one properties that has an outstanding violations.
- **Lawyer retainer bill-** The board had a tie vote on the resolution to stop the attorney's retainer. They will reconsider this next month.
- **M16 Social Events/Welcoming: Pot Luck report-** 62 unit owners and guests attended the Holiday Pot Luck. Another triumph! There will be a meeting with a representative from Mutual 18 to discuss our participation in a box lunch social in March. The social committee is looking for new members. Call Paula Seebode or Diane Rosenfield (301-996-2549) to volunteer.
- **M16 Rules/Bylaws: Disband the Rules committee**

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

To disband the Rules Committee and thank them for their hard work over the past two years

Resolution #58, 12/10/2024

6. Report from Property Manager – Nancy Sprinkle –

- **Community Report** – The December 2024 Community Report was distributed.
- **Tasks Updates** – The December 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 CPAC/Technology – Art Popper** – No report.

8. Open Forum –

9. Next Planning Meeting – The next planning meeting will be on Thursday, January 2, 2025, in person at 1:00 p.m. in Clubhouse Two Rossmoor Room.

10. Next BOD Meeting – The next Board meeting will be on Tuesday, January 14, 2025, at 9:30am, in person and via Zoom.

11. Adjournment – The meeting was adjourned at 11:22 AM