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

February 13, 2018

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, February 13, 2018 at 9:30am.

Directors Present: Joan Allston, President; Jack Looney, Director; Fred Seebode, Secretary  
Jeanie Jones, Director; Edwin Bradley, Treasurer

Absent: Jim Turner, Vice President; David Darr, Secretary

Management: Kevin Flannery, General Manager; Nicole Gerke, Project Manager;  
Roberta Carter, Mutual Assistant

Visitors: Virginia Rehbehn, Rita Molyneaux, Janice Romanoff, John Fajnor, Betsy  
Davis, Kay Looney, Arthur Popper, Doug Allston, Sandy Greer, Joe  
Halpin, Robert & June Hortin, Bernard Repeta

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 February 2018. All questions and comments were responded to by Mr. Flannery.
3. Management Presentation of proposed new Administration Building- Ms. Gerke gave a brief description to the board & guests explaining updates to the site plan based on points discussed at meetings with Planning Board staff. All questions and comments were responded to by Mr. Flannery and Ms. Gerke.
4. Approval of Agenda- The agenda was approved as presented.
5. Approval of Board Meeting Minutes- The minutes from January 9, 2018 were approved as presented.
6. Correspondence /ABM(s)-None
7. Advisory Committees:
  - A. Emergency Preparedness- No report at this time.
  - B. Community Planning- Mr. Seebode stated the committee is working on the improvements of the site plan for the Administration Building that was submitted to CPAC. Please send all comments and concerns to Mr. Seebode.

- C. Health- Ms. Jones stated that the x-ray capability at Medstar was **discarded due mainly to cost.**
- D. Energy- No report at this time.
- E. Technology/LW Communication- Mr. Popper stated that that committee is working on future entry into Leisure World by using barcodes/decals on resident or visitors' cars.
- F. Education & Recreation- Ms. Allston's report included: (1) New pool hours are; Monday 12pm-7pm, Tuesday through Friday 8am-7pm, Saturday and Sunday 8am-6pm. (2) Committee approved a "Widow's Club".
- G. LWCC BOD Meeting- Ms. Allston's reported included: (1) The board approved the continuation of the new proposed site plan for the new Administration Building. (2) Master meter mutual will continue to use the E-Rating system to compute electric costs.

7. Treasurer's Report-

- A. Bills to Consider- Mr. Bradley reported that there are six invoices in the amount of \$9,456.28 on the invoice list;

Upon motion duly made and seconded, the Board agreed:

To pay McFall & Berry \$850.00 Invoice# INV198867 (Date of service: 2/9/2018) to take down & remove large Leland Cypress tree & stump from front yard. Backfill hole with soil then seed disturbed area at 3419 Island Creek Ct.

Upon motion duly made and seconded, the Board agreed:

To pay Malvin, Riggins & Company, P.C. \$750.00 Invoice# 10000069582 (Date of service: 12/31/2017) billing for 2017 audit. (All units)

Upon motion duly made and seconded, the Board agreed:

To pay LWMC PPD \$375.00 Invoice# 125532 (Date of service: 2/5/2018) dug, snaked and locate the problem on the underground pipe. The pipe was installed wrong, unclogged downspout at 15548 Prince Frederick Way, Unit# 116-B. (Davis)

Upon motion duly made and seconded, the Board agreed:

To pay LWMC PPD \$4,396.28 Invoice# 124840 (Date of service: 1/29/2018) structural repairs for the month of January 2018 for units# 105-A & 113-A.

Upon motion duly made and seconded, the Board agreed:

To pay Travelers USI Insurance \$2,585.00 Invoice# 5878M5148; Fidelity Bond Insurance for 2018. (All Units)

Upon motion duly made and seconded, the Board agreed:

To pay Malvin, Riggins & Company, P.C. \$500.00 Invoice# 10000069582 (Date of service: 12/31/2017) billing for 2017 audit. (All units)

**Resolution# 29, 2/13/2018**

- B. Investment Actions Proposed- No report at this time.
  - C. Mutual Financial Status- Mr. Bradley report included: (1) The unaudited financial operating results for 2017 show a surplus of \$26,630. The main factor leading to the surplus was the mild weather, causing the electric expense to come in substantially under budget. Contributing to the surplus as well were water expense and Community Facilities which were to a lesser extent under budget. (2) \$237,946 was spent from the Replacement Reserve as the roads were paved, truss and ceiling reattachment work was done along with Florida room slab support work, and \$15,597 was spent from the Maintenance Reserve. (3) January 2018 was even more blustery than usual so electric expense was very high and the month, typical for January, shows a frightful deficit. The rest of the year is at Mother Nature's whim but generally the early year deficits are whittled away as the year progresses.
8. Mutual 16 Committee Reports-
- A. Social Event- Ms. Allston stated the Annual Meeting will take place on May 17<sup>th</sup> and a social hour will take place at 1pm-2pm. The ***“Call for Candidates”*** will be mailed out February 15<sup>th</sup>.
  - B. M16 Newsletter- Ms. Allston stated topics are due to Rita Molyneaux for the February newsletter edition.
  - C. Maintenance- Mr. Looney’s report included: (1) Six attic inspections remain. (2) Will contact PPD about the drain pipe repairs. (3) Cleaning of the mold & dirt will take place with J&M Construction Company once the weather changes.
  - D. Landscape- No report at this time.
9. Other Board Business- None.
10. Next Meeting- Tuesday, March 13, 2018 9:30AM; Sullivan Room.
11. Open Forum- Joe Halpin stated a presentation was giving by a company called Sense, and they gave a demonstration on a product that can be downloaded that gives the **exact** amount of energy that is being used.
12. Adjournment- There being no additional business, the meeting was adjourned at 11:39AM.

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David Darr, Secretary