

**MINUTES OF THE 41<sup>st</sup> ANNUAL MEETING  
COUNCIL OF UNIT OWNERS  
MUTUAL 16- CONDOMINIUM OF ROSSMOOR, INC.**

Thursday, May 19, 2022

**Resolutions #90-93**

The 41<sup>st</sup> Annual Meeting of the Council of Unit Owners of Mutual 16- Condominium of Rossmoor, Inc. a Maryland Corporation, was held in the Norbeck Room of Clubhouse Two on Thursday, May 19, 2022, at 2:00 p.m.

1. Call to Order: Mrs. Allston called the meeting to order at 2:00 p.m.
2. Adoption of the Agenda: The agenda was approved as presented.
3. Introduction of Directors & Leisure World Management: Mrs. Allston introduced all current Board members: Ed Bradley, Treasurer; Paula Seebode, Secretary and chair of the Park Beautification Committee; Bob Hortin, Vice President; Jack Looney, chair of the Maintenance Committee; Betsy Davis, representative on the Landscape Advisory Committee; and Doug Allston, chair of the Landscape Committee and representative on the Golf and Greens Advisory Committee. From Leisure World Management, she introduced: Melissa Pelaez, Assistant General Manager; and Kelly Rivera, Mutual Assistant.
4. Introduction of Mutual 16 Volunteers:  
Mrs. Allston introduced those who have been valuable to Mutual 16:  
Chris Everett, editor of the newsletter; Ellen Darr, Assistant editor of the newsletter and Robocall expert; Virginia Rehbehn, chair of Communication Distribution Committee; Julie Repeta, chair of Social Committee.
5. Declaration of Quorum: Mrs. Allston announced that three units were represented in-person and 61 were represented by proxy, which equals a quorum of 68%.
6. Waiver of reading the Proof of Notice of Meeting: Mrs. Allston stated that the Notice of Meeting was mailed to all unit owners on April 19, 2022.

Upon motion duly made and seconded, the membership agreed,

To waive the reading of the Proof of Notice of the Annual Meeting that was mailed to all unit owners on April 19, 2022.

**Resolution #90, 5/19/2022**

7. Approval & Waiver of the reading of the 2021 Annual Meeting Minutes: The minutes of the Annual Meeting held on May 20, 2021, were distributed to unit owners along with the agenda.

Upon motion duly made and seconded, the membership agreed,

To waive the reading of the minutes of the Annual Meeting held on May 20, 2021, and to approve them as presented.

**Resolution #91, 5/19/2022**

8. Appointment of Inspectors of Election: Mrs. Allston introduced Shelby Alford and Danesca Pineda as the Inspectors of Election.
9. Introduction of Candidates: Mrs. Allston introduced Edwin Bradley, Bob Bridgeman, Ellen Darr, and Arthur Popper as the candidates running for positions on the Board of Directors at the 41<sup>st</sup> Annual Meeting.
10. Nominations from the Floor: Mrs. Allston called for nominations from the floor. Hearing none,

Upon motion duly made and seconded, the membership agreed,

To close nominations from the floor.

**Resolution #92, 5/19/2022**

11. Community Report: Mrs. Pelaez presented the Community Report to the membership as distributed. She responded to all questions and comments.

12. Reports:

a. Treasurer's Report- Results of Financial Operation:

In 2021, Mutual 16 had a surplus of \$1,245, that is, revenues exceeded the total of the actual expenses and the \$157,000 reserve funding, as stipulated in the budget. But there were many twists and turns in getting to that point. In mid 2021, the Mutual learned it would have a 300% increase in the property insurance premium which would have created a deficit of \$38,600. Fortunately, the weather was moderate and electric and water utility expenses came in \$24,385 under budget and so the threatened deficit was reduced to \$13,865. The end of the year December report with the presumably final numbers for the year 2021 showed that deficit of \$13,685. That final report showed that the average monthly condo fee of \$720 brought in revenues of \$821,000. Those revenues were insufficient to pay expenses and fund the reserves in the amount of \$13,685. A deficit of that amount seemed to be the bottom line for the year. In the meantime, the Auditors were at work and the draft audit report came out last Tuesday. It discloses that Mutual 16 would receive a \$15,503 as its pro-rata share of Leisure World Maryland Corporation excess of revenues over expenses. That changed the \$13,685 deficit into the \$1,245 surplus that was the Mutual's bottom line for 2021.

Reserves-

Roof Reserve: The Roof Reserve balance at the close of 2021 was in excess of the amount recommended in the existing reserve study by \$3,146. \$5,000 was transferred from prior years surplus to the Roof Reserve to comply with the recommendation of the existing Reserve Study. The very low rates of return on CDs in recent years created the problem of the underfunding of the Roof Reserve.

General Replacement Reserve: The general replacement Reserve at the close of 2021 was in excess of the Reserve Study recommendation by \$93,937. That average was due to the

fact that expenditures recommended in the reserve study for 2021 proved not to be necessary. Changes that were made in the Who Pays rules will have a favorable impact on the funding of the Replacement Reserve. The fieldwork for a new Reserve Study as required by a new Maryland law will take place next year.

- b. Maintenance - Jack Looney: Mr. Looney reported that the Committee is currently working on resolving issues regarding sinking floors, and that a new maintenance assessment of the mutual will be done soon.
- c. Landscaping – Doug Allston: Mr. Allston reported that the Committee will be doing a walk-through next week. They will be inspecting trees, weeds, bushes, flower beds, and anything that is located within four feet of your unit. Residents will have 30 days to complete any work as required by the Committee.
- d. Park Beautification - Paula Seebode: Ms. Seebode reported that the Committee has received \$610 in donations, and that people have also donated plants and décor for the park. She also thanked all volunteers who help with the maintenance and decoration of the park.
- e. Insurance – Betsy Davis: Ms. Davis reported that Mutual 16 decided to seek different insurance companies after learning about the increase in annual premium with the Leisure World Master Policy and that USI was not an A+ rated company. After 8 months, Greater New York, an A+ rated company guaranteed by the Maryland Property and Casualty Insurance guaranty corporation, was able to provide an insurance policy for Mutual 16 with a lower premium, a deductible of \$10,000
- f. Newsletter – Chris Everett: Mr. Everett thanked everyone who contributes to the newsletter.

13. Election Results:

Upon motion duly made and seconded, the membership agreed:

To elect Edwin Bradley and Ellen Darr for a three-year term.

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- 14. Membership Questions/Comments- Mrs. Allston thanked all Board members for their support. Betsy Davis announced that the mutual is looking for cookie bakers for November and December.
- 15. Adjournment: There being no further business to come before the membership, the meeting adjourned at 2:52 p.m.

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Paula Seebode, Secretary