

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
DECEMBER 12, 2023**

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 12, 2023, at 9:30 AM.

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

Management: **Robert Brunelle**, Senior Property Manager; **Stacey Carranza**, Administrative Assistant, Mutual Services; **Steven Wischman**, Montgomery Mutual Property Manager and **Nancy Sprinkle**, Property Manager

Residents: **Dee Berkholtz**, **Bob Hortin**, **Julie Repeta**, **Ellen Darr**, **Art Popper**, **Marc & Val Kellogg**, **Jenny Hughes**, **Kay Looney**, **Janet Gilbride** and **Joe Joyner**.

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for December 12, 2023 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for November 14, 2023 BOD meeting** – The minutes were approved as presented.
4. **Guest Speaker: Mr. Wischman** introduced himself and the new Mutual 16 Senior Property Manager, **Nancy Sprinkle**. Mr. Wischman answered all questions and comments regarding the role and changes in property managers. Ms. Sprinkle will join Mutual 16 as the new Senior Property Manager in January 2024 and will be working alongside Mr. Wischman.
5. **Reports from M16 Officers:**

Presidents Report- Paula Seebode

-ABMS: There was a motion to allow the President to approve lite ABMs and inform the Board, however after thorough discussion the motion did not pass. All lite ABMs will require approval from the Board either at meetings or as an AWM. It was also discussed to create a new ABM form for specific lite modifications that do not require the approval of the property manager.

- **3425 St Leonard’s Ct**

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

To approve ABM to paint front shutters vine leaf green (as pictured) to match front door at 3425 St Leonard’s Ct.

Resolution #48, 12/12/2023

-Bylaws Amendment and Restatement- The Bylaws were distributed to all Board members on 12/7/23 for review. **Ms. Seebode** reported there were some questions on submetering. The Bylaws and Rules committee will meet on January 8 to prepare a campaign to get the Bylaws passed by residents.

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

To approve distributing the revised Bylaws, with the provision that grammatical changes will be made but no content changes, to unit owners for a 30-day review.

Resolution #49, 12/12/2023

-Letter to Residents- A letter will be sent out to remind residents about charcoal grilling, turning off air conditioning, the new EV charging rule and recyclables.

-Invoices Paid: The monthly Rees Broome retainer bill for the month of October was paid in the amount of \$300.00.

Vice President's Report –Betsy Davis attended last month's LW board meeting and voiced our disappointment that a unit owner from Mutual 16 will not be appointed to ad hoc committee to find solutions to the problems of the Norbeck Gate although two qualified residents were willing to serve. She did attend the 3M meeting on December 11. There was discussion of submetering that Ms. Davis feels the Mutual should be aware of.

Treasurer's Report – Ed Bradley

- a. **Investments:** The proceeds from a maturing \$100,000 CD and \$50,000 Replacement Reserve cash will be used by Morgan Stanley to acquire two \$75,000 CDs, five year maturity, at the best rated available.
- b. **Refund from LWMC:** **Ms. Seebode** reported there will be a refund issued to Mutual 16 from the cumulative operating surplus as passed by the LWCC Board.

Secretary's Report – Chris Everett reported all LW Mgmt emails forwarded to M16 residents.

6. Reports from M16 Coordinators:

- a. **M16 Maintenance – Jack Looney** reported the following:

Roof repair was completed by J & M Construction Solutions, LLC, at 3319 Solomons Ct for the agreed upon cost. A voucher has been received and has been approved and forwarded for payment. The skylight replacement was also completed and charged to the resident as agreed.

Front gutter replacement at the 15403 Prince Frederick Way was completed at the agreed cost which has also been approved and forwarded for payment.

Repair to the front wall of 15524 Prince Frederick Way began on Friday by Handyman Jack Kent with completion estimated by Saturday 9 Dec. However, they discovered an additional problem when digging uncovered a concrete base extending approximately 4 feet or more below the wall which interferes with the planned access and procedure. More digging around the wall foundation will be required, dictating the need for additional equipment to gain necessary access for installation of the planned corrections. Current needs indicate an additional \$500.00 increase in the planned fee of

\$3000.00 to cover rental costs for the excavating machine. Also, key workers in the project came down with COVID over the weekend which will cause about a week's delay in completion of the project.

J & M Annual gutter cleaning began last Thursday and has incorporated several small tasks to replace missing siding, check several leaky gutter/downspout situations and some other minor repairs at a NTE cost of \$3000. The gutter cleaning has been completed and most of the additional tasks have been completed as well. Some of the additional tasks will include loose flashing on the Davis garage roof that would lift in the wind and allow water into the garage if it was raining. J & M located loose flashing on the front of the garage roof and fastened the loose ends to the roof surface. Also, Mr. Higgs reported a gap in the roof where his roof met with the neighboring roof that might be open enough to allow infestation of insects or small animals/birds. J & M covered the hole to preclude entry.

- b. M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry-** Ms. Laundry reported McFall and Berry will be doing some landscape work for Dick Lawler and Jerry Velthaus within the next few weeks. This is hopefully the completion of our fall sprucing up. Our Mutual 16 looks great! We passed the proposals for McFall and Berry spring crab grass pre-emergent and corn gluten at our meeting Tuesday morning. Montgomery County has restrictions on what can be used that does not harm the environment. The overseeding is done in the early fall. We are looking forward to our spring walk around Mutual 16.

Upon motion duly made and seconded, with 4 yeas and 2 nays, The Mutual 16 Board of Directors agreed,

To approve proposal from McFall and Berry for Fiesta application in the Spring and Summer of 2024 and provide 2 applications of Corn Gluten to all lawn areas in the amount of \$8,580.00.

Resolution #50, 12/12/2023

- c. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield:** Ms. Seebode reported that the Holiday Potluck was a triumph and had an attendance of 77 people or 2/3 of the residents.

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

To approve an extra \$250.00 to the Social Committee.

Resolution #51, 12/12/2023

- d. M16 Rules/Bylaws – Marcia Laundry-** Time flies when you're having fun! We are finally nearing the completion of our work on the Bylaws. You will hear more about this in the coming New Year. The members of our Mutual will receive copies of the Bylaws. We will organize a meeting for discussion.

- 7. Community Report –** The November 2023 Community Report was included in the Board and resident packets.

- 8. Reports from Leisure World (LW) Advisory Committees**

- a. LW Security & Transportation – Bob Hortin-** No report.

- b. LW Golf – Doug Allston-** No report.

- c. **LW Health – Jeanne Jones-** No report.
 - d. **LW Landscaping – Betsy Davis-** No report
 - e. **LW CPAC/Technology/Strategic Planning – Art Popper-** No report.
 - f. **LW Insurance Advisory – Joan Allston-** No report.
9. **Open Forum- Ms. Laundry** wished Mr. Brunelle a happy retirement. **India Berkholtz** asked why there is so many trash pickups and if the mutual can benefit in savings from less pickups.
10. **Next Planning Meeting** – The next planning meeting will be held on 1/4/2024 at 1:00 PM.
11. **Next BOD Meeting** – The next BOD meeting will be held on 1/9/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
12. **Adjournment** – The meeting was adjourned at 10:39 AM.