

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
NOVEMBER 14, 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, November 14, 2023, at 9:30 AM.

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

Directors Absent: **Betsy Davis**, Vice President and **John Looney**, Director

Management: **Robert Brunelle**, Senior Property Manager; **Stacey Carranza**, Administrative Assistant, Mutual Services; **Jim Rudnick**, Director of Security and Transportation

Residents: **Dee Berkholtz**, **Bob Hortin**, **Julie Repeta**, **Ellen Darr**, **Art Popper**, **Don Phillips**, **Bonnie Cauley**, **Lynn Nyce**, **Maureen O’Hara**, **Henry Jordan**, **Marc & Val Kellogg**, **Jim Leong**, **Susan Willcoxon**, and **Jenny Hughes**

1. **Call to Order** – The meeting was called to order at 9:32 AM.
2. **Approval of Agenda for November 14, 2023 BOD meeting** – The agenda was approved as amended: To move Treasurers Report after Presentation.
3. **Approval of Minutes for October 10, 2023 BOD meeting** – The minutes were approved as presented.
4. **Presentation from Security and Transportation Committee: Norbeck Gate. James Rudnick, Jim Leong, Henry Jordan, and Phil Marks-** Mr. Rudnick presented the solutions that have been in the works in regard to the Norbeck Gate. This includes creating a second lane and making the gatehouse smaller. There is an Ad Hoc Committee for the Norbeck Gate discussions. Mr. Rudnick also informed everyone on DwellingLive and how to input their guests. Mr. Rudnick answered all comments and questions from the Board and visitors.
5. **Reports from M16 Officers:**

Treasurer’s Report – Ed Bradley

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

to rescind the appointment of all the persons now designated as official signers on the investment contract with Morgan Stanley and Board hereby appoints the following persons as designated signers on that contract: Simon Suran, CFO; Brenda Callejas, Accountant; Paula Seebode, M16 President and Edwin Bradley, M16 Treasurer.

Resolution #45, 11/14/2023

- a. **Investments:** Mutual 16 through Morgan Stanley acquired for the Roof Reserve a \$50,000.00 5-year CD at 4.95% interest.
- b. **Audit-** The audit of Mutual 16’s 2022 Financial Operation is finally out. The audit resulted in an increase of \$10,644.00 in the Mutuals 2022 Operating Surplus. The changes all occurred with respect to accounts involving payments by the Mutual to Leisure World. The Mutuals operating surplus in 2022 was thus increased to \$14,624.00.

c. Budget-

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed, to approve the revised 2024 Budget, with a decrease of \$8.77 per month.

Resolution #46, 11/14/2023

The Board revised the proposed 2024 Budget mailed to the unit owners. As revised and given final approval by the Board the Budget provides for a 2024 average monthly condo fee of \$893.22, or a decrease from the 2023 condo fee of \$8.77. The revision consisted of the inclusion of \$20,000.00 of Prior Year's Surplus, that is, unused condo fees, as Revenue in lieu of condo fee revenue. The disparity between the amount budgeted for the 2023 electric expense and the actual expense accounts for the unused condo fees. A letter will be mailed to all residents to inform them about the budget change.

Presidents Report- Paula Seebode

-ABMS: We had one Action without a meeting, The board unanimously approved the ABM for electric vehicle charging at 3405 St.Leonards Ct. **Resolution #44, 10/16/2023**

-M&O: Mrs. Seebode reported that she signed the 2024 M and O agreement and sent it to Mr. Suran with a letter saying Mutual 16 will continue to pursue the idea that the M&O can be tarried to the need of individual mutuals. She is waiting for a finalized copy signed by the General Manager.

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

Vice President's Report – Betsy Davis was not present during the meeting however Ms. Seebode attended the LW Board meeting. During the LW Board meeting there was a changed resolution to reflect new allotment of money for the culvert repair. An amended resolution about paving: deleted specifics about where the paving would be. The LW Board also amended standing rules: to say who sits at the table at hybrid meetings and deleted rule about CCOC certifications because it is in the Bylaws. LW Board passed the capital budget: what and how much will be spent from Reserves. The LW Board also passed a resolution about the Facilities Replacement Reserve: 1/3 of the 3% will go into Reserves.

LW Trust Documents Work Session held on October 26 was about the LW Community Corporation, LW of Maryland Corporation and the LW Trust. Attorneys told the Board of Directors what the trust documents say, how LW was organized in the 1960's and why it was organized that way. This information is the beginning of the discussion of whether to change the organization or not.

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

6. Reports from M16 Coordinators:

a. M16 Maintenance – Jack Looney reported the following:

-Brick work and Mortar repair tasks at 15526/15412/15416 Prince Frederick Way, initiated at end of last month's efforts have been completed and the gates have been removed. The \$1400 invoice has been paid.

-A similar wall at 15524 Prince Frederick Way has a more extensive problem in that the wall is sinking at one end causing several zig sag cracks resulting from this sinking at one end and is causing

it to pull away from the vertical pillar. The required repairs will involve lifting the far end of the wall to level and supporting it to keep it from continuing to sink. We have two proposals for repairing it.

- One Proposal from Handyman Jack requires lifting the wall to level and installing footings below the frostline to keep it level, and then repairing the cracks in the mortar. This is provided at a NTE Cost of \$3000, “actual costs will be determined by actual time and materials as well as the varying conditions of brickwork.”
- The second proposal from M. Taylor Enterprise calls for lifting the wall using three solid square shaft helical piers with foundation brackets do the lifting and stabilization of the wall and subsequent repair of the mortar cracks. This would be provided at a cost of \$6600 for the piers, plus \$2200 for the masonry repairs to the wall and pier, for a total cost of \$8800.
- I recommend that we proceed with the proposal from handyman jack. I believe the concrete footing will be an adequate support for this wall and that the lifting and support process quoted by Mr. Kent will provide an adequate solution for this problem and the \$5,000 cost differential is definitely a factor.

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

To approve proposal from Handyman Jack to repair the brick mortar wall at 15524 Prince Frederick Way not to exceed \$3,000.00, and to pay invoice once work is complete and invoice is received.

Resolution 47, 11/14/2023

-J & M has investigated the gutter overflow problem at 15403 Prince Frederick Way and we have concluded that the major contributor to the problem is the size of the gutter. They have proposed a replacement of the gutter at the left front of the house and along the walkway to the front of the garage with a larger size gutter. It is also possible that another downspout may be needed.

-J & M is investigating leakage problems at 3319 Solomons Ct, which is occurring over the front door and adjacent areas. The area of concern includes two roof mounted sky lights which have problems that will require replacement. The proposed \$1375 cost of the skylight repairs will be the responsibility of the resident and the \$1950 roof coating and other roof repair costs will be borne by the Mutual. I recommend that we proceed with this project, upon agreement with the unit owner’s representative.

-I was recently informed by the owner of a missing piece of siding on the garage at the 3423 St. Leonards Ct. J & M has been informed and they will fix that when convenient.

-J & M has investigated a potential water leak problem at 15528 Prince Frederick Way. They had initially found some discrepancies in the roof area and applied some sealant in those areas around the gable ends and where the gable wall intersects with the roof. Water also was found on the floor inside the garage, but there was no evidence of water leaks in the walls or at the joint between the wall and the concrete floor. Since then, according to the Resident, no problems have been noted with water leaks into the garage.

-3412 Island Creek Ct has drainage problems in the Atrium between the house and the garage. We will be looking into solutions for this problem which has evident problems with drainage which affect areas outside the Front door and to the garage access door, and along the sidewalk around the garage. The problem area is extensive and will require a contractor with appropriate knowledge to correct. Mr. Brunell has begun to address this issue, but I have not yet heard of his progress.

-J & M has agreed to begin the annual gutter cleaning in early December, after the leaves are finished falling. There are gutter/downspout problems around the garage area of 15509 Prince Frederick Way, Mr. Kenney has agreed to check that out during the cleaning project.

-Owners of 3407 Island Creek, have reported that a small piece of the exterior framing around their garage door was missing. J & M will look into that problem and correct as necessary.

- b. M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry-** Ms. Laundry reported that Mr. Allston sent out an email encouraging M16 residents to water trees because of the drought. The next chance of rain is Friday, November 17 and this is not a sure thing. We continue to encourage residents to remove artificial flowers from flower beds. This rule does not include seasonal wreaths. We have received three proposals for the repair of the retaining wall in the back of a house on Island Creek Court. This is included in our Reserve Study. Bob Brunelle is assisting in this matter. The proposals are diverse in cost, and we will continue to analyze what is best for this project. We also have two proposals from McFall and Berry to help spruce up two-unit owners 4 feet of space around their units. The unit owners will assume the costs. We appreciate all the work that has been done by unit owners, gardeners, and Mr. Bowers and Kathy. We are proud of the way our Mutual looks. We will conduct a walk around the Mutual in the spring with McFall and Berry. If issues come up during the winter, feel free to call Marcia Laundry or Betsy Davis. We love our mission!
 - c. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield:** Reported the Pizza Party on September 13 was a success with 65-70/95 residents attending. There is a revised Welcome Packet that is handed to new residents. The Holiday Potluck will be on December 9. Invites were distributed and residents are asked to please RSVP as soon as possible.
 - d. M16 Rules/Bylaws – Marcia Laundry-** We are excited about the progress that is being made! The lawyer has responded to our work on the Bylaws, and we feel we are nearing our goal. We continue to finalize our work on the rules. We have made significant progress.
Ms. Seebode requested Mr. Everett create a form to keep track of what exactly is being charged and to figure out what other Mutuals are doing when it comes to EV charging. Ms. Seebode also reported accounting still has not given information on how residents can be appropriately charged for the EV charging.
- 7. Community Report –** Mr. Brunelle reported the October 2023 Community Report and answered all questions and comments.
- 8. Reports from Leisure World (LW) Advisory Committees**
- a. LW Security & Transportation – Bob Hortin** reported that resident keys will now be kept locked up at the main gate. Residents are encouraged to provide a key to security for access in case of emergencies, like a wellness check.
 - b. LW Golf – Doug Allston-**
 - i. Seasonal Annual Fees (members 267 as of November 1/ 254 Total for 2022) Seasonal Green fees \$270k compared to \$242k (entire year 2022)
 - ii. Rounds YTD 21,544/19,793(2022)
 - iii. Rounds for Oct. 2,598/2,064 (2022)
 - iv. Green Fee Revenue YTD \$115,416/\$107,296 (2002)
 - v. Green Fee Revenue Oct. \$14,384/\$12, 787 (Oct 2022)
 - vi. All League Play Completed
 - vii. Working on 2024 Schedule

- viii. Plaques updated
- ix. New carts ordered (grey with black top) 2024 Club Car Tempo
- x. First Tee Time 8:32 AM as of November 6.
- xi. Revenue Totals \$613k compared to \$557k in 2022 (Jan 1. To Oct 31)
- xii. Call for tee times starting at 8 AM
- xiii. Range Hours 7:30-4:00
- xiv. November Pro Shop Hours 8:00-5:00 PM

c. LW Health – Jeanne Jones submitted a report to be included in the minutes:

-Drug Takeback Day was a big success. The next one will be on the last Saturday of April. In the meantime, if anyone wants to dispose of medication, I understand that some CVS and other pharmacies have boxes for disposal. In addition, there is a receptacle in the Glenmont Police Station, which is always open.

-Dr. Vandhna Sharma, an endocrinologist with MedStar Health, will discuss advances in the care and treatment of diabetes in Clubhouse 1 on Tuesday, November 14 at 2:00 PM. Pre-registration is not required.

-The Foundation of Leisure World has supplied new blood pressure testing equipment to the Health Committee for its blood pressure screening clinic. Free blood pressure testing is available on the first and third Tuesday of each month from 9:30-10:30 AM in Clubhouse 2.

-MedStar Health is offering vaccine clinics in Clubhouse 1 between 9:00 and 5:00 on November 7, 14, 28 and December 5. Appointments can be made by calling 301-598-1005. COVID, flu and RSV vaccinations are available. I went to the clinic held on October 31 and ended up leaving without getting vaccinated. The problems were:

-I arrived for my 9 AM appointment and there were a number of people there waiting. MedStar was not even set up yet. By 9:20, the two registrars were still doing paperwork for the first two people in line. In addition, even though they said in the Leisure World News that people could get all 3 vaccinations at once, they announced that it was not safe for people our age, so they would only give 2 vaccinations. I think that was probably the right decision, but people were mad. Anyway, I left at 9:30, went to CVS, got vaccinated, and was home by 10 AM. If you have other choices for vaccination, I would recommend utilizing those rather than going to the newly announced clinics. I hope the remaining clinics are managed better.

Anyone who has questions or concerns regarding the Health Committee can contact Jeannie Jones directly: jeanmariejones1950@gmail.com

d. LW Landscaping – Betsy Davis- No report

e. LW CPAC/Technology/Strategic Planning – Art Popper- No report.

f. LW Insurance Advisory – Joan Allston- Ms. Allston submitted a report for the minutes: USI (The broker for all of LW except Mutual 16) presented their claim report. The 5-year loss report showed a loss ratio of 74% still mainly due to the fire 3 years ago. The current loss ratio is good but no specific number was given.

LW no longer has an “insurance administrator” since the last one left. Management is currently looking for a replacement. Until a replacement is found the General Manager said all claims should go through the Property Manager. No time frame was given to get a replacement.

Please note that if Mutual 16 would have a claim I think it should be reported to our broker who will then contact the insurance company. The one claim that we had since we left the master insurance policy was handled by the broker promptly and efficiently. The claim was under the deductible for the Mutual. Of course, this would be the decision of our current president.

9. **Open Forum- Mr. and Mrs. Kellogg** thanked everyone for being so welcoming as they moved into Mutual 16. **Maureen O'Hara** had questions regarding the LW Resident website.
10. **Next Planning Meeting** – The next planning meeting will be held on 12/7/2023 at 1:00 PM.
11. **Next BOD Meeting** – The next BOD meeting will be held on 12/12/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
12. **Adjournment** – The meeting was adjourned at 11:16 AM.