

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**OCTOBER 10, 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, October 10, 2023, at 9:30 AM.

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

Management: **Robert Brunelle**, Senior Property Manager; **Stacey Carranza**, Administrative Assistant, Mutual Services; **Simon Suran**, Chief Financial Officer

Residents: **Dee Berkholtz**, **Bob Hortin**, **Julie Repeta**, **Ellen Darr**, **Art Popper**, **Don Phillips**, **Bonnie Cauley**, **Lenny Sammarco**, **Joseph Halpin**, and **Maureen O'Hara**

1. **Call to Order** – The meeting was called to order at 9:33 AM.
2. **Approval of Agenda for October 10, 2023 BOD meeting** – The agenda was approved as amended: To include Simon Suran under Treasurer Report.
3. **Approval of Minutes for September 12, 2023 BOD meeting** – The minutes were approved as amended; to fix numbering of Resolution #34 to follow, to replace install instead of paint gate, for Resolution #36 to read Florida room instead of patio doors and to include missing paid invoices to Presidents Report.

**President's Report – Paula Seebode**

- Tree removal and cleanup as approved by Resolution #24, McFall & Berry proposal in the amount of \$4,910.00 throughout the Mutual.

**Resolution #11 Paid Bills –**

- PPD cleaned gutters and downspout at 3404 Island Creek Ct in the amount of \$95.00
- J&M replaced siding pieces at listed addresses in the amount of \$550.00.
- J&M pressure washed 1 unit (3305 Solomons Court) in the amount of \$350.00
- J&M replaced broken louvered dryer vents at listed addressed in the amount of \$375.00.
- PPD snaked pipe at 3425 St. Leonards Ct in the amount of \$320.00.

- **Open Meetings-** We will continue to educate ourselves about the Maryland Open Meetings Law.
- **Curb Paintings** – We have asked Mr. Brunelle to gather more information and get quotes for us.
- **Sprinkler Heads-** Betsy and Marcia will talk to the unit owner and then get a proposal from McFall and Berry to disable one sprinkler head at 3411 Island Creek Ct.
- **Rule Enforcement-**  
Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed,

That upon receiving a written complaint, to have President talk to rule violators first before a letter is sent, not to include landscape violations.

**Resolution #37, 10/10/2023**

■ **Mutual Signs-**

Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed, with 5 approvals and 2 disapprovals:

To remove the Mutual 16 signs and reimburse donors .

**Resolution #38, 10/10/2023**

■ **Waive Late Fee-**

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

To waive \$20 late fee for 15535 Prince Frederick Way.

**Resolution #39, 10/10/2023**

■ **ABM Approval:**

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

To approve ABM for garage door windows at 3306 Solomons Ct.

**Resolution #40, 10/10/2023**

- **3405 St. Leonards Ct** – The Board asked for more information before approving of ABM for EV charging outlet. Ms. Davis has agreed to talk to the owner.

4. **Vice President’s Report –**

- **LW BOD Meeting Updates-** **Betsy Davis** reported this past month the LW Board approved the 2024 Budget, with 3 disapprovals from the Board. The LW Board also approved the purchase of 36 new golf carts.

5. **Treasurer’s Report – Ed Bradley**

- a. **Simon Suran-** Chief Financial Officer, Simon Suran, attended the meeting to discuss the 2024 Budget. Mr. Suran explained how the line items on the budget are calculated. Community Facilities is based on a per unit approach. His main focus was on the line items in Mutual Operations. The line item Administration includes the salary and benefits of the property manager and the mutual assistant. Mutual 16 is allocated the ratio of its 95 units to the 1,814 units that use the service of all the Property Managers and Mutual Assistants to the total costs of their services and benefits. Mr. Suran also explained how the amount allocated to Mutual 16 of the total overhead cost was calculated. He answered all questions and comments.
- b. **Bills** – There were no bills.
- c. **Investments:** None.
- d. **2024 Budget:** The 2024 average monthly condo fee will be \$910.76, an increase of 1% or \$8.77 over the 2023 condo fee. Most of the major components of the 2024 budget increased and would have added \$59.00 to the average monthly condo fee. However, the electric expense budget was sharply reduced from 2023 and had the effect of reducing the potential condo fee by \$51.00. Those increases and the major decrease in the electric expense budget netted out to the 2024 average monthly condo fee of \$910.76.

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

To mail the proposed 2024 Budget to all Mutual 16 unit owners for 30-day comment period.

**Resolution #41, 10/10/2023**

**e. M&O**

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

To have the President sign the 2024 Management & Operating Agreement.

**Resolution #42, 10/10/2023**

Upon motion duly made and seconded with 5 approvals and 2 abstentions, The Mutual 16 Board of Directors agreed,

To attach a letter of exception to the M&O Agreement.

**Resolution #43, 10/10/2023**

6. **Secretary's Report** – **Chris Everett** reported all LW Mgmt emails were forwarded to M16 residents.
7. **Community Report** – The September 2023 Community Report was included in all Board and residents packets.
8. **Mutual 16 Reports:**
  - a. **M16 Maintenance** – **Jack Looney** reported the following:
    1. Siding repair/replacement and gable vent replacement, as well as the Cricket replacement tasks were completed in late September by J & M Construction Solutions LLC. Invoices were submitted and approved for payment.
    2. Brick wall mortar repair tasks at 15412, 15416, 15526 PFW began on 5 Oct 2023 by Handyman Jack Kent. Kent also checked out the brickwork at 15524 PFW as reported by Ms. Laundry. Preliminary inspection indicates that this will be a more extensive task than just mortar repair. We are currently awaiting a proposal for this effort. That part of the task at 15412 and 15416 are nearing completion. The work required appears to have been more extensive than originally expected and may result in an increase over the bid cost. PLEASE NOTE: Also, while working on the walls both residents requested me and the contractor if they could remove the gates from the front walkway. I approved this task as an extension of the work they were doing on the walls holding the gates.
    3. Water overflowing the gutter next to the Front Door of the Gilbride Residence was investigated. Exact cause has not been determined at the current time, but we will continue to check to determine repairs necessary.
    4. In preparation for resale of the Farr Residence at 3305 Solomons Ct. removal of overgrown bushes on front and side of the House revealed substantial mold on the siding requiring power washing. J & M responded and has performed the necessary power washing and has submitted an invoice for the agreed upon cost of \$350.00.
    5. Day residence has a possible roof problem at the rear of the garage. Inspection by J & M has revealed no evidence of a roof leak. They did find some discrepancies in the area and applied some sealant in certain areas around the gable ends and where the gable wall intersects with the roof. Water 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.
    6. At the Rosenfield Residence at 15525 PFW, the gardener noted yellow Jacket nest at rear of the Florida Room. Pest Now responded and noted high yellow jacket activity in the area, located the nest and dusted the area with chemicals to control the area. Received an Invoice for \$185.00 which will be forwarded to the resident.
    7. Heineman garage door springs and cable broke. Johnson Garage Door was contacted and they have finished repair work and door is now operational. Invoice of \$390.00 has been received. During the meeting Ms. Seebode instructed Stacey Carranza to pay invoice #76695 from Fred Johnson Co using Resolution #11 for broken spring replacement at 15416 Prince Frederick Way in the amount of \$390.00.

- b. **M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry-** Our new method of visiting residents and discussing the maintenance needs of the four feet around each residence has been extremely productive. There are only a few residences left to visit. If you have any questions, feel free to contact Marcia Laundry. We will walk around the Mutual in the spring with representatives of McFall and Berry. Rick Masemore has been a wonderful volunteer this fall. The rules in our Mutual that pertain to landscaping are meant to preserve the value and aesthetics of our community. We remind the residents that in keeping with these goals, we have a rule that prohibits the display of artificial flowers in the four feet surrounding each unit. The visibility of these "fake" flowers becomes more stark as the seasons change. We appreciate your adherence to this rule and the removal of artificial flowers.
- c. **M16 Newsletter Report – Chris Everett:** Please have all content submitted by November 13, 2023.
- d. **M16 Social & Welcome Report – Kay Looney and Diane Rosenfield:** No report.
- e. **M16 Rules/Bylaws – Marcia Laundry** There is a plan to give the revised Bylaws to the lawyer again for final feedback and then give the completed Bylaws for Board approval. The proposed Rules have been finished and will be distributed to the Board for review/feedback.

## 9. Leisure World (LW) Advisory Committees

- a. **LW Security & Transportation – Bob Hortin** submitted a report for the minutes:
  - Norbeck Gate reconfiguration will remain a single exit lane.
  - LW Security plans to work with Montgomery County to shorten red light entry to Norbeck Road.
  - Recent traffic survey of vehicles entering Norbeck Gate vs. Georgia Ave. (Main Gate) showed 5,800 vehicles for NG vs. 6,000 for MG during an average 24-hour period.
  - An enhanced (truncated) crosswalk will be installed at the Club House #1 area to aid sight impaired pedestrians. No firm date set for that work.
  - Jim Leong chair of the committee will attend M16 November Board meeting and talk about the Norbeck gate.
- b. **LW Golf – Doug Allston-** No report.
- c. **LW Health – Jeanne Jones** submitted a report to be included in the minutes: MedStar representatives spoke to the Committee about their advertising goals and their future plans for Leisure World Medical Center. There will be a program on Living With Diabetes presented by Dr. Vandhna Sharma, an endocrinologist with Montgomery Medstar. The date is Tuesday, November 14 at 2:00 pm and the place is Clubhouse 1. Drug Takeback Day is Saturday, October 28 in front of the Leisure World Medical Center. Check the LW News for exact times. Just drive up to the front of the medical center and volunteers will take medications in pill or capsule form, ointments, liquid medications, or any other type of medication that needs to be disposed of. The medications are disposed of by the Montgomery County police in a manner that does not pollute the groundwater. Anyone who has questions or concerns regarding the Health Committee can contact Jeannie Jones directly: [jeanmariejones1950@gmail.com](mailto: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-** No report.

10. **Open Forum-** Maureen O'Hara asked about loose flashing on her roof.

11. **Next Planning Meeting** – The next planning meeting will be held on 11/2/2023 at 1:00 PM.

12. **Next BOD Meeting** – The next BOD meeting will be held on 11/14/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.

13. **Adjournment** – The meeting was adjourned at 11:43 AM.