

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**February 13, 2024**

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, February 13, 2024, 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: **Nancy Sprinkle**, Senior Property Manager; **Stacey Carranza**, Administrative Assistant, Mutual Services

Residents: **Dee Berkholtz**, **Art Popper**, **Marc & Val Kellogg**, **Kay Looney**, **Joe Halpin**, **Janet Gilbride**, **Rhonda Finehout** and **Maureen O'hara**

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for February 13, 2024 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for January 9, 2024 BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**

**Presidents Report-** Paula Seebode reported

**-AWMs**

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

To approve the 2022 Audit as presented

**Resolution #55, 1/24/2024**

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

To approve holding a Special Meeting on March 21, 2024 at 1:00pm in the Montgomery Room for the purpose of considering the Bylaws amendment and reinstatement.

**Resolution #56, 1/24/2024**

**-ABMs**

- **3400 Island Creek**

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

To approve ABM level 1 charging outlet with GFIC protection installation in garage of 3400 Island Creek.

**Resolution #57, 2/13/2024**

- **15557 Prince Frederick Way**

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

To approve ABM for kitchen and bathroom renovations at 15557 Prince Frederick Way.

**Resolution #58, 2/13/2024**

- **EV Charging**

Upon motion duly made and seconded, with 5 directors in agreement and 2 not, The Mutual 16 Board of Directors agreed,

To require all Mutual 16 residents who will be using their unit's electricity to charge their EV vehicle-complete and submit an ABM, even if charger has previously been installed, to ensure proper installation and record keeping.

**Resolution #59, 2/13/2024**

- **Bylaws and Amendment and Restatement planning and schedule-** Ms. Seebode reported 20% of the Proxies have been returned. Brunch will be on Friday, February 16 from 10am to 1pm at 15408 Prince Frederick Way, to talk about the proposed bylaws and proxy procedure. Ms. Seebode also stated a letter will be mailed to residents regarding the Special Meeting for the Bylaws restatement and planning meeting. The letter is expected to go out February 21<sup>st</sup>.
- **Insurance-** Ms. Seebode stated she received letters from insurance company stating the Mutuals Insurance Premium cost will rise at least 15%.
- **Security Cameras-** Residents can now get reimbursed for security cameras from the police. Link for details: <https://montgomerycountymd.gov/pol/howdoI/security-camera-rebate.html>

- **Invoices**

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

To approve invoice #7 from Paul Eisenhour, the webmaster, for re-registration, back-up and annual maintenance for the Mutual 16 website in the amount of \$125.00.

**Resolution #60, 2/13/2024**

**Vice President Report- LW BOD Meeting-** Ms. Davis reported on the LW BOD Meeting on January 30 meeting: The LW Board of Directors approved Standing Committee members for Audit, Budget, Communications, Community Planning Committee, Emergency Preparedness, Golf and Greens,

Government Affairs, Health, Insurance, Landscape, Lifestyle, PPD, Security and Transportation, and Strategic Planning.

Ms. Davis also reported there was a 3M meeting on February 12th. The 3M (Master Meter Mutuals) updated progress on various aspects of submetering. Several of the 3M mutual boards have begun preliminary discussions of feasibility and information-gathering. Highlights:

- Submetering would continue to be under the LW commercial rate single account. Conservation rebates, such as on HVAC heat pumps, are not available for commercial accounts. That is true now as well.
- Mutuals are encouraged to get estimates from vendors and electricians to identify possible costs and how to fund the project. A list of several vendors and electricians will be compiled and sent to each mutual attendee for their boards' use.
- Mutuals should review their bylaws to determine any restrictions on billing methods.
- PPD committee continues to explore possible funding sources and/ir grants for the 3M submetering project.

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

To pursue submetering for the Mutual.

**Resolution #61, 2/13/2024**

**Treasurer's Report – Ed Bradley-** Mutual 16 closed its 2023 Financial Operations with a surplus of \$40,518.00. Two major factors fed that surplus. In addition to condo fee revenue, the Mutual received \$7,895.00 as the Mutual's share of Leisure World's distribution of surplus. On the expense side, electric expense came in \$36,204.00 under budget, due to the lower rate provided for in the Community electric supply contract that went into effect in 2023.

Community Facilities came in \$353.00 under budget, despite the fact that Central Administration and the PPD management showed a deficit of \$8,842.00. As for 2024, electric expenses have been budgeted at a significantly lower amount than in 2023. Community Facilities budget was increased only by the minimum amount.

The Mutuals Replacement, Roof and Maintenance Reserves were increased in 2023 by \$227,628. \$52,328.00 of that increase came from the interest earned on the investment in CDs of the Replacement and Roof Reserves funds. The Mutual spent \$59,848.00 of Reserve funds chiefly from the Maintenance Reserve. The balance in that Reserve remains substantial and will be increased by \$25,000.00 during 2024.

**a. Delinquencies:**

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

To waive late fees for December 2023 and January 2024.

**Resolution #62, 1/24/2024**

**Secretary's Report – Chris Everett –** No report.

## 5. Reports from M16 Coordinators:

### a. M16 Maintenance – Jack Looney reported the following:

1. MTaylor Enterprise began work on the settlement issues at 15420 Prince Frederick Way on Wednesday, January 31, 2024 and the warrantee project was completed on Tuesday February 5, 2024.
2. MTaylor Enterprise also began work on the drainage problems at 312 Island Creek according to the proposal approved at the January BOD Meeting. Work was completed on Wednesday, February 7th, and the invoice was received and submitted for payment.
3. PPD has repaired a downspout that was damaged during the recent snowstorm at 15537 Prince Frederick Way in response to our request of late January.
4. We responded to a call from residence at 15529 Prince Frederick Way informing the resident that the clogged drain in their bathroom was considered a resident responsibility. Unless it was determined that the clog was outside the residence. The residents hired a plumber who completed the work and determined that the clog was indeed inside the residence.
5. We were notified of a sinkhole under the sidewalk in front of 15520 Prince Frederick Way. Handyman Jack Kent, who originally notified us of the sinkhole investigated the problem further and provided an inspection report and several options for correcting the problem. Further investigation indicated that McFall & Berry, LW Grounds' contractor would treat the problem and assure that it was corrected.

### b. M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry- The Board discussed a homeowner's request that the Mutual pay half of the cost of trimming his overgrown bushes and agreed Mrs. Seebode would inform him that the area within 4 feet is the unit owner's responsibility.

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

To approve black aluminum railings for stone wall located at rear of 15416 Prince Frederick Way.

#### **Resolution #63, 2/13/2024**

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

To approve McFall & Berry proposal #10043 for replacing timber wall with stone wall and additional shrub removal located at rear of 15416 Prince Frederick Way in the amount of \$13, 124.75, and to approve payment once work is completed and invoice is received.

#### **Resolution #64, 2/13/2024**

### c. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield: Ms. Seebode reported that there are 3 new residents moving into M16.

### d. M16 Rules/Bylaws – See Presidents report.

## 6. Report from Property Manager- Nancy Sprinkle – A chart of work request updates was included in the Board packet. Nancy Sprinkle suggested the Mutual consider labeling their light poles to save in time spent to find malfunctioning light poles, thus reducing labor charges in the long run. The Board agreed the mutual should not have to pay and requested more information.

## 7. Reports from Leisure World (LW) Advisory Committees

- a. **LW Security & Transportation – Art Kotsaka-** is studying the various security documents: security assessment 2022, Strategic plan 2020, the new strategic plan, IT plan for the new admin building. He is trying to learn more about what has been implemented and what has not, He’s talking to Jim Leong, the chair. He plans to go to meetings as much as he can. More specifically, parking on cul de sacs: MoCo codes say fire lanes *must be marked* with signs or painted curb markings (or both). LW special police are going to start giving tickets to people who block fire lanes. Art lives on a cul-de-sac, where family and visitors have apparently parked for many years without comment, and where he often parks on one side. He cannot park directly in front of the house as there is a fire hydrant which requires 15 ft. clearance on both sides. He drove around most of LW – particularly dead-end cul-de-sacs -- and found none marked with the required signage. In his case, on Parker Creek Lane, the two options are to either park on a main road, Norbeck Blvd with zero paved foot path access, or to compete with the neighbors for the limited space in front of their homes. Further, the no parking/no standing directive would also apply to commercial vehicles such as USPS, Amazon, UPS and other commercial delivery. So as he reads the requirements, there are no fire lanes until they are all properly marked, so that any vehicles can plainly see the restrictions.
- 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-** Community Planning Committee: The CPC was asked to comment on renovations to the lobby of Club House The committee decided that we were not given nearly enough information about the project including added costs, how the project fit into other work planned for or needed in CH1, and how it fit in with things related to the new Administrative Building.

Technology. The committee is engaged in work about phones for LW administration - there are far too many such phones that are not used, and the goal is to decrease the number of phones to cut costs to LW and those Mutuals who have these phones. There was discussion of the committee getting engaged with the very much needed total change in the residents’ web site - something all agree is very poorly done. Discussion also focused around issues related to resident registration or signing up for things like classes or other events. Right now, a few things can be signed up for online or by phone, but many still require going to a clubhouse at a designed time to sign up. It was agreed that this is rather “primitive” and also a waste of resident time, fuel for cars, etc. The committee is looking into engaging with these Tech issues to improve the resident experience and opportunities.

- f. **LW Insurance Advisory – Joan Allston-** The insurance advisory committee meet this afternoon. Representatives from USI were present and discussed general market conditions = not good but not as bad as last year. They anticipate an increase of around 10% across the board. USI publishes several bulletins each year. They send them to the property managers and the mutual presidents. Several I think would be interesting including one about electric bikes and another about residents HO insurance. I think they would be great to include in our newsletter and to put on our website when and if we get them!!! Next meeting is March 25 where claim history will be discussed.

## 8. Open Forum- None.

9. **Next Planning Meeting** – The next planning meeting will be held on 3/7/2024 at 1:00 PM.
10. **Next BOD Meeting** – The next BOD meeting will be held on 3/12/2024 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
11. **Adjournment** – The meeting was adjourned at 11:54 AM.