

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
January 9, 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, January 9, 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**, **Jenny Hughes**, **Kay Looney**, **Joe Halpin**, **Lynn Nyce**, **Maureen O’Hara**, **Lenny Sammarco**, and **Jenny Hughes**

1. **Call to Order** – The meeting was called to order at 9:32 AM.
2. **Approval of Agenda for January 9, 2024 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for December 12, 2023 BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**

Presidents Report- **Paula Seebode** reported there will be in incoming ABM for a Level-2 charging station. A draft of the ABM lite was emailed to the Board. The Board discussed adding additional modifications to the ABM.

-ABMS:

- **3305 Solomons Ct**

Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed, To approve ABM for kitchen and bathroom renovations at 3305 Solomons Ct.

Resolution #52, 1/9/2024

- **15505 Prince Frederick Way**

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

To approve ABM for painting renovations at 15505 Prince Frederick Way.

Resolution #53, 1/9/2024

-M&O for Audit: Nancy Sprinkle has emailed Bob Kimble, General Manager; Angela Muse, Executive Assistant and Brenda Callejas, Accountant to get an update on the M&O, in return M16 will approve the 2022 Audit. Ms. Sprinkle requested a response be sent to M16 President, Paula Seebode.

-Bylaws – The Committee has come up with a draft plan for passing the Bylaws. This draft includes dates of distributing flyers, robocalls and when they rules will be distributed, open house, etc.

-Letter to Residents – A reminder letter has been drafted and will be edited by Chris Everett and then distributed out to all residents.

-Invoices Paid: A J&M Invoice was paid in the amount of \$2,950.00 for Fall gutter cleaning. Handyman Jack invoice was also paid in the amount of \$3,600.00 for brick wall/column repairs at 15524 Prince Frederick Way. The monthly Rees Broome retainer bill for the month of December was paid in the amount of \$300.00.

Vice President’s Report – Betsy Davis attended the LWCC Board of Directors meeting on January 5. This was an organizational meeting for the purpose of electing Board officers and Executive Committee members.

LWCC. BOD officers:

President, Patricia Hempstead; Vice President, Juanita Sealy-Williams; Secretary/Treasurer, Colette Collier Trohan

Executive Committee members:

Tim Carrico, Kathy Viney, Margaret Herrington, and Carol Edwards

Treasurer’s Report – Ed Bradley reported the end of the year financial reports should be expected in the next couple of weeks. Ms. Seebode requested a synopsis of the financial be included in the newsletter. Mr. Bradley congratulated Brenda Callejas, Accountant, on employee of the year. LW is also actively searching for a new CFO.

a. Investments: No Report

b. Budget: No Report.

c. Delinquencies: No Report.

Secretary's Report – Chris Everett Ms. Seebode requested an electric vehicle form be created by Mr. Everett. Nancy Sprinkle will send forms other Mutuals are using.

5. Reports from M16 Coordinators:

a. M16 Maintenance – Jack Looney reported the following:

1. Repair to the front wall of 15524 Prince Frederick Way was completed after some complications that caused additional cost for machine rental needed to complete the digging for installation of the necessary underground brick and concrete. This did not exceed the planned cost of the project.
2. J&M completed the annual gutter cleaning project along with a number of additional tasks that were identified before the project started and a couple of minor complications that were noted after the cleaning began. Project was completed within the budgeted, not to Exceed cost.
3. Proposal to correct drainage problems at 3412 Island Creek Court. Project will cover removal and replacement of two concrete pads, 11 ft. by 10 ft. in size and with proper slope and an appropriate drainage system to connect to the existing drainage system from the gutter system on the garage. Cost of this project is estimated to be \$6500.

Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed, To approve M. Taylor Enterprise proposal for drainage and concrete repairs at 3412 Island Creek in the amount of \$6,500.00 and to pay invoice once received and job is complete.

Resolution #54, 1/9/2024

4. There have been complications to the project that has been approved for correcting the concrete slab flooring at 15240 Prince Frederick Way by MTaylor Enterprise. We will be working on this problem during the coming weeks.

b. M16 Landscape Report – Marcia Laundy & Betsy Davis. Ms. Laundy – Ms. Davis reported that Austin Angles informed her of the last leaf pick up to be in a few weeks. Ms. Davis will follow up to get more information. Ms. Laundy reported on the retaining wall off the end of Island Creek. They are requesting a guard wall at the top of the retaining wall be installed. McFall & Berry's proposal was significantly lower than other proposals received.

- c. **M16 Social & Welcome Report- Kay Looney and Diane Rosenfield:** Ms. Seebode reported that there are several new residents moving into M16. These residents will be given a Welcome Packet by the Social Committee.
 - d. **M16 Rules/Bylaws – Marcia Laundry** – The Committee has come up with a plan for getting the Bylaws passed.
6. **Report from Property Manager- Nancy Sprinkle** – There was no Community Report included because there was no LW Board meeting in December. Ms. Sprinkle reported she is working on getting proposals on curb painting. Ms. Seebode also requested Ms. Sprinkle to assist with the process of approving the Bylaws.
7. **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** – reported CPAC is still discussing the Master Planning process. There was a townhall meeting were only 150 people showed up to represent Leisure World. Technology – Verizon has requested the opportunity to put in fiber optics in the high rises. This raised concerns for the 3M group to keep an eye out and ensure other Mutuals also could choose between Comcast and Verizon once the current contract ends.
 - f. **LW Insurance Advisory – Joan Allston** – No report.
8. **Open Forum – None.**
9. **Next Planning Meeting** – The next planning meeting will be held on 2/1/2024 at 1:00 PM.
10. **Next BOD Meeting** – The next BOD meeting will be held on 2/13/2024 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
11. **Adjournment** – The meeting was adjourned at 10:40 AM.