

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
March 12, 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, March 12, 2024, at 9:30 AM.

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

Directors Absent: **Betsy Davis**, Vice President

Management: **Nancy Sprinkle**, Senior Property Manager; **Stacey Carranza**, Administrative Assistant, Mutual Services

Residents: **Kay Looney**, **Robert Hortin**, **Art Popper**, **Marc Kellogg**, **Joe Halpin**, **Susan Willcoxon**, **Maureen O’Hara**, **Francine** and **Joe Joyner**, **Ellen Darr**, and **Bill Heineman**

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for March 12, 2024 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for February 13, 2024 BOD meeting** – The minutes were approved as presented.
4. **Reports from M16 Officers:**

Presidents Report- Paula Seebode reported

-ABMS:

- **15505 Prince Frederick Way**
Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed,
To approve ABM for replacing 4 sliding glass doors at 15505 Prince Frederick Way.
Resolution #65, 3/12/2024
- **15408 Prince Frederick Way**
Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed,
To approve ABM for installation of new garage door at 15408 Prince Frederick Way.
Resolution #66, 3/12/2024
- **Retaining Wall:** The Board listened to a unit owner’s concerns about the wall behind 15416 and 15418 Prince Frederick Way.
- **EV Charging**
Upon motion duly made and seconded, The Mutual 16 Board of Directors agreed,
To accept the Electric Vehicle Charging Registration form for PHEV and BEV vehicles.
Resolution #67, 3/12/2024

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

To approve the new proposed EV Charging Rule revision and to mail the proposed rule to all unit owners and tenants for a 30-day comment period. Additionally, to have the new rule added as an addendum to the Mutual 16 Rules if approved after the comment period.

Resolution #68, 3/12/2024

- **Special Meeting-** The Board discussed the Special Meeting for the amendment and restatement of Bylaws. We have received proxies that assure a quorum. There were two inspectors of election who volunteered at the meeting and we need one more.

Upon motion duly made and seconded, with 5 Directors in agreement and 1 not, The Mutual 16 Board of Directors agreed,

To approve proposal from attorney, Dick Lawlor, to prepare documents for filing and to file the Bylaws Amendment and Restatement in the amount of \$610.00.

Resolution #69, 3/12/2024

- **Invoices**

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

To approve the Rees Broom invoice #1397030 for reviewing the existing rule regarding EV Chargers, and review Association Bylaws in the amount of \$262.50.

Resolution #70, 2/13/2024

-The February retainer fee to Rees Broom was paid with Resolution #18.

Upon motion duly made and seconded, with 5 in agreement and 1 opposed, The Mutual 16 Board of Directors agreed,

To keep attorney retainer with Rees Broome in the amount of \$300.00.

Resolution #71, 2/13/2024

Vice President Report- LW BOD Meeting- Ms. Davis was not present during the meeting.

Treasurer's Report – Ed Bradley reported: The UBS Bank, Salt Lake, \$50,000 Replacement Reserve CD in the Morgan Stanley account matures on March 15, 2024 and the proceeds will be reinvested

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

To authorize Leisure World accounting to pay the following Insurance Premium Invoices as they come due in 2024. Those are: The Greater New York Property Insurance, 4 installments amount TBD due: 4/1, 7/1, 10/1 and 12/31; CAIS due 4/1 in the amount of \$495.00; AIM; Liability and Fidelity Insurance due 4/1; and Access Liability Policy amounts TBD due 4/1.

Resolution #72, 2/13/2024

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

To approve Gross Mendelsohn invoice #412139 for final billing in connection with the audit of the financial statements and related tax return preparation for the year ended December 31, 2022 in the amount of \$2,100.00.

Resolution #73, 2/13/2024

Secretary's Report – Chris Everett – None

5. Reports from M16 Coordinators:

a. M16 Maintenance – Jack Looney reported the following:

1. MTaylor Enterprise completed the Atrium Modification at 3412 Island Creek Ct. in mid-Feb. This project involved removing and replacing the existing atrium concrete and re-installing it with a center drain connected to the existing underground drain to the curb.
2. MTaylor Enterprise also completed a reworking of the floor lift project at 15420 Prince Frederick Way.
3. 3401 Parker Creek Ct. informed us of drainage issues in her atrium. We have contacted Ms. Sprinkle, Mutual 16 Property Manager, to set up PPD inspection of the underground drain system and to clear any obstruction found. We also contacted J & M Construction and asked them to evaluate the downspout system which looks like there are a number of problems with the roof gutter and drainage system and provide us with a proposal to rework or replace the existing system.
4. We also included the inspection and clearing of any blockages in the underground drainage system from the garage downspout at 15412 Prince Frederick Way based on a report by the resident.
5. We received a request from the property residents at 15505 Prince Frederick Way to check several areas of their residence and have made arrangements to conduct an inspection during the coming week.
6. Ms. Sprinkle, Property Manager, also requested that I accompany the JB Parking Lot Striping, Inc. representative for a review of Mutual 16 properties and provide instructions for painting property addresses on the curbs. I met with Mr. Bassin, and we drove through the Mutual to see the layout of the various curb and driveway configurations. Mr. Bassin suggested that, as much as possible, the labels would be configured in black background with white lettering and be located as much as possible on the curbing and as much as possible in an area in front of the walkways to the residences. This is very doable in most of the areas of the mutual, except for the areas at the ends of Solomons, St. Leonard's and Island Creek Courts where there are several driveways that connect or overlap each other. In those areas, the numbers will have to be imprinted on the surface of the driveways. He assured me that that would not be a problem for those labels that would possibility be driven over often. He will also give us an option to have the numbers printed in a reflective white paint.
7. Received a request for Termite inspection at the residence at 15540 Prince Frederick Way. Pest Now has responded to her request and we are awaiting results.
8. Received a call from 3300 Solomons Ct., who stated that something blew off the roof of her house. I checked around the outside of her house but could not see anything. Will see if J & M can see anything on the roof.
9. Also, would like them to check the right front roof at 15407 Prince Frederick, looks like there might some damaged roof shingles.
10. Two additional problems for J & M include separation of siding strips on right side wall at 3417 St. Leonard's Ct, and the downspout connection to the recently added plastic drain needs better attachment that won't keep coming loose.

b. M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry- residents who have yard waste pick up, must call PPD. Pick ups are scheduled for Monday and Thursday- information will be in the newsletter.

c. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield: Four neighbors moved into Mutual 16 and were given the new Welcome Packet.

The following social activities have been set:

FRIDAY, JUNE 14, 2024: HAPPY HOUR AT THE ROCK, 5-7 P.M. (RAINDATE: JUNE 21)

WEDNESDAY, SEPTEMBER 18, 2024: PIZZA PARTY AT THE ROCK, (RAINDATE: SEPTEMBER 25TH)

SUNDAY, DECEMBER 8, 2024: HOLIDAY PARTY IN ACTIVITIES ROOM, CLUBHOUSE II, 5-8 P.M.

- 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 answered all comments and questions. The Board requested additional administrative tasks be added to the chart.
7. **Reports from Leisure World (LW) Advisory Committees**
 - a. **LW Security & Transportation – Art Kotsaka-** 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– Art Popper-** CPAC - We had a report that the Master Plan consultant is moving along and has provided some documentation to the LW master planning group. The plan is due later this year, but will be delayed a bit as more information is gathered and reports written. It was reported that the new Administration Building is moving along nicely and may be done a bit early. Staff will start to move in in early June, over a two-week period. The demolition of the current building will be over the summer. The parking lot will be redone over the summer, with additional handicap spots. However, due to County regulations, there will actually be a few fewer spots than now. However, all spots will be ADA compliant (but this does not mean handicap spots). There will be additional handicap spots.

Technology - A committee has been formed called “Technology for All” (I am on that committee) that is doing preliminary work for a major upgrade of the resident web site.
 - f. **LW Insurance Advisory – Joan Allston-** No report.
8. **Open Forum- Mr. Hortin** had questions regarding the EV Rule when residents move out. **Mrs. Willcoxon** asked if the EV Charger needs to be a designated outlet.
9. **Next Planning Meeting** – The next planning meeting will be held on 4/4/2024 at 1:00 PM.
10. **Next BOD Meeting** – The next BOD meeting will be held on 4/9/2024 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
11. **Adjournment** – The meeting was adjourned at 11:08 AM.