
MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING

March 13, 2018

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 16-Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building on Tuesday, March 13, 2018 at 9:30am.

Directors Present: Joan Allston, President; Jack Looney, Director; Jeanie Jones, Director; Edwin Bradley, Treasurer; Jim Turner, Vice President

Absent: David Darr, Secretary; Fred Seebode, Director

Management: Kevin Flannery, General Manager; Roberta Carter, Mutual Assistant

Visitors: Virginia Rehbehn, Janice Romanoff, Betsy Davis, Kay Looney, Arthur Popper, Doug Allston, Sandy Greer, John Fajnor, Judite Fernandes

1. Call to Order- Mrs. Allston called the meeting to order at 9:30 am.
2. General Manager's Report- Kevin Flannery presented the General Manager's report for the month of February 2018. All questions and comments were responded to by Mr. Flannery.
3. Approval of Agenda- The agenda was approved as presented.
4. Approval of Board Meeting Minutes- The minutes from January 9, 2018 were approved as presented.
5. Correspondence /ABM(s)-None
6. Advisory Committees:
 - A. Emergency Preparedness- No report at this time.
 - B. Community Planning- Ms. Allston report on behalf of Mr. Seebode stating that: (1) The committee is working to help on the new site plan for the new Administration Building project. (2) The CPAC Charter was approved by the Board last month. (3) Currently has two bids for the Mutuals Reserve Study, Board will review the bids next month.
 - C. Golfs & Greens- Mr. Allston stated that due to the cold & windy weather, golf sessions have been slow.
 - D. Health- Ms. Jones's report included: (1) April 11th from 1:00 p.m. to 4:00 p.m. Clubhouse I Ballroom the Health Advisory and Emergency Preparedness Committees are sponsoring a program on personal safety focusing on the hazards of hoarding in LW.

(2) The Health Committee had speaker Jeannine Dorothy from Maryland Department of Agriculture spoke on the topic of mosquitos and the West Nile Virus, several members were concerned about the virus since a dead crow was found last year in M9 tested positive for the virus. However, the State routinely checks several areas in LW and if the presence of mosquito larvae is found, those areas are treated. (3) Upcoming seminars will be advertised in the LW News.

- E. Landscape- Ms. Davis's report included: (1) Nicole Gerke presented the updated landscape plan for the area around the proposed Administration/Resident Services building. Changes will be additional trees and specific kinds of trees were stipulated by MCPC. (2) The trust property was assessed from the wind storm and the winter to determine the landscaping needs; six cost proposals were presented. All were approved by the LAC, with some slight changes. (3) Leisure World will be using a non-chemical weed spray on all trust properties. Each mutual can request an estimate for the cost of the more expensive soybean-based product, reducing residents' (and their animals) exposure to the toxic chemicals.
- F. Energy- No report at this time.
- G. Technology/LW Communication- Mr. Popper stated that that committee is working on future entry into LW with possibility of an automatic gate. A small sensor will be installed on each car and would allow the gate to open atomically as cars approach.
- H. Education & Recreation- Ms. Allston's report included: (1) Contract with Motivational Fitness was renewed for three more years. (2) Discussed the proposal to change the old fitness center to accommodate the Pickleball players.
- I. Budget & Audit- No report at this time.
- J. LWCC BOD Meeting- Ms. Allston's reported included: (1) Proposal to change the name of the proposed Administration Building to Administration Resident Services Building was postponed. (2) The new Charter was approved for Community Planning Committee. (3) Funding request for the old fitness room was postponed.

7. Treasurer's Report-

- A. Audit- Mr. Bradley reported that the audit confirms that the financial data contained in the various financial statements fairly presents the financial position and operations of Mutual 16 in accordance with generally accepted accounting principles. The format is the same as in the past several years. The crux of the financial story is on page 4. The data there show that Mutual 16's overall wealth declined in 2017 by (\$42,223). That is what the bottom line of the third column labeled "2017" shows. Total revenues from Condo fees, interest and trivial fees amounted to \$792,883 while operating expenses totaled \$596,224, a positive differential of \$196,639. [Note that Leisure World accounting does not measure operational surplus that way.] However, reserve expenditures were \$238,862 which resulted in the net diminution of the wealth of the Mutual in 2017 of

(\$42,223). The column on page 4 on the left, "Operating", shows a surplus for the year of \$28,087, derived from revenues of \$792,883, expenses of \$596,244 and budgeted reserve funding (plus interest) of \$168,552. The column "Designated Reserves" shows reserve expenditures of \$238,862 exceeded new funding from the condo fees by \$70,310. Blending the operational surplus of \$28,087 and the excess of reserve expenditures over new funding of \$70,310 yields the annual decline in wealth of \$42,223. Page 9 has the data on the reserves. Page 14 is a welcome new presentation in the audit. It discloses useful information concerning actual expenses and the budget.

Upon duly made and seconded by the Board;
Mr. Bradley moved that the Board of Directors approve the 2017 audit. The Board unanimously approved the motion to approve the 2017 audit.

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- B. Bills to Consider- Mr. Bradley reported that there are three invoices in the amount of \$1,978.36 on the invoice list;

Upon motion duly made and seconded, the Board agreed:
To pay LW Postage \$450.00 (Date of service: 2/5/2018) for the mailing of "**Call for Candidate**" letters to all unit owners. (All Units)

Upon motion duly made and seconded, the Board agreed:
To pay LWMC PPD \$1,933.71 Invoice# 127242 (Date of service: 3/37/2018) for structural repairs for the month of February 2018 (unit 123-C; completed)

Upon motion duly made and seconded, the Board agreed:
To pay LWMC Insurance Claim \$1,333.69 (Date of service: 1/6/2018) Unit A- had a frozen burst pipe above main S/O valve & water leaked into the bathroom & garage at 15403 Prince Frederick Way Unit 97-A.

Resolution# 31, 3/13/2018

- C. Investment Actions Proposed- No report at this time.
- D. Mutual Financial Status- Mr. Bradley stated that the February finance reports shows a small deficit due to the cold month.

7. Mutual 16 Committee Reports-

- A. Social Event- Ms. Allston stated the there will be refreshments served prior to the Annual Meeting on May 17th and the "**Notice of Meeting**" will be mailed out on April 18th.
- B. M16 Newsletter- Ms. Allston stated topics are due to Rita Molyneaux for the March/April newsletter edition.

C. Maintenance- Mr. Looney reported that the Mutual had substantial damage from the wind storm, there were notifications of loose shingles and some aluminum flashing pieces damaged. J&M Construction was contacted to make the necessary repairs, starting with the most extensive homes.

D. Landscape- No report at this time.

8. Other Board Business-

A. Resignation of James Turner- Ms. Allston informed the Board that Mr. Turner will be resigning as the Mutuals' Vice President effective 3/6/2018 but will continue to handle the robocalls for Mutual 16. Mr. Turner has served for many years as board member, president and vice president. Doug Allston agreed to become a Board Director.

Upon motion duly made, the Board agreed:
Mutual 16 Board of Directors approved & accepted with regret the resignation notice (Dated 3/2/2018) submitted from Mr. James Turner as Mutual 16 Board member and Mutual 16's Vice President. The email informed the Board that his last active date of service as Mutual 16's Vice President will be 3/13/2018 COB. It was approved that, Mr. Turner will continue to handle the robocalls for Mutual 16.

Resolution# 32, 3/13/18

B. Appoint Doug Allston to BOD remainder of James Turner term- The Board agreed that Mr. Doug Allston will carry out the remaining term of James Turner.

Resolution# 33, 3/13/2018

8. Next Meeting- Tuesday, April 10, 2018 9:30AM; Sullivan Room.

9. Open Forum- None.

10. Adjournment- There being no additional business, the meeting was adjourned at 11:42AM.

David Darr, Secretary