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

September 11, 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, September 11, 2018 at 9:30am.

Directors Present: Joan Allston, President; Doug Allston, Director, Jeanie Jones, Vice President; Edwin Bradley, Treasurer; Paula Seebode, Secretary; Bob Hortin, Director

Directors Absent: Jack Looney, Director

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

Visitors: Mary Young, Janice Romanoff, June Hortin, John Fajnor, Joe Haplin, Robert Pechacek, Betsy Davis, Rita Molyneax

1. Call to Order- Ms. 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 August 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 August 14, 2018 were approved as presented.
5. Other Board Business-
  - A. 2019 Advisory Committee Nominations- The 2019 LW Advisory Committee applications will be attached to the September Mutual 16 Matters edition. Those who would like to be a part or those that are returning reps, should complete the form and turn into management by October 31st.
6. Advisory Committees:
  - A. Emergency Preparedness- No report at this time.
  - B. Community Planning- No report at this time.

Golf & Green- Mr. Allston mentioned that there will be a new superintendent for the golf course coming aboard.

Health- Ms. Jones's report included: (1) New Medstar Center manager is Ms. K. Giambrone. (2) A Medstar doctor to speak on "*Macular Degeneration*" at LW on September 27th in Clubhouse I. (3) The Restaurant is in good condition, had two inspections since April with minor issues that were corrected.

Landscape- Ms. Davis's report included: (1) The committee will meet on Thursday, September 18th. (2) There is a scheduled walkthrough with Aaron Tenley from McFall & Berry to inspect the trees to determine when they will reach its maturity and when they might need to be replaced.

Energy- Mr. Pechacek mentioned the committee discussed residents having electric cars, and is it a good idea to charge them cars in the garages, will this action increase the mutual electric billing.

Technology/LW Communication- Mr. Popper's report included: (1) Current contract with Comcast will end in 2020, an RFI (Request for Information) was sent out to various companies asking what services can be provided besides TV and Internet. (2) Newspaper is going well. (3) An RFP (Request for Proposal) was submitted to several groups to conduct a strategic planning for Leisure World, there is four groups bidding on it.

Education & Recreation- Ms. Allston's report included: (1) The outside pool has been closed for the summer. (2) Renovations to the old fitness center will be completed by the end of the month, which will become the ping pong room. (3) Weddings will now be allowed to take place in Clubhouse I, a fee will be accessed.

LWCC BOD Meeting- Ms. Jones's reported included: (1) Budget for 2019 were approved. (2) Recommendation from the S&T Committee to incorporate a new crosswalk at Adderly Ct. was postpone. (3) The expense of \$25,000 was approve for legal fee for the current LW lawsuit. (4) The Board authorize the executive committee to make decisions on behalf of the LWCC Board on how to defend and strategies.

7. Treasurer's Report- Ed Bradley; Proposed Budget- Mr. Bradley reported that the proposed budget provides for no increase in the condo fee. The expenses and funding of the reserves would have required an increase in the condo fee of about \$13.00. The Board was able to avoid the increase and maintain the 2018 condo fee by applying the applying \$15,700 of prior year surplus in lieu of additional condo fee in order to achieve that \$691 average monthly condo fee. After Board discussion, the Board approved the mailing of the proposed 2019 budget.

- A. To approve mailing of 2019 Budget to residents for review and comments-

Resolved, that the Board of Directors of Mutual 16 hereby approves the mailing of the proposed 2019 budget to unit owners for their comments, which should be addressed to any member of the Board by October 8<sup>th</sup>.

**Resoultion#17, 9/11/18**

- B. Bills to Consider- Mr. Bradley reported that there are five invoices in the amount of \$803.75 on the invoice list;

Upon motion duly made and seconded, the Board agreed:  
To pay **J&M Construction Solutions, LLC \$180.00 Invoice#1587** (Date of service: 5/6/18) replaced wind damaged rake cap at 3407 Parker Creek Lane.

Upon motion duly made and seconded, the Board agreed:  
To pay **Orkin Pest Control \$75.00 Invoice#2535506102** (Date of service: 8/2/18) pest control service at 3403 Parker Creek Lane.

Upon motion duly made and seconded, the Board agreed:  
To pay **LWMC \$37.50 Invoice#137538** (Date of service: 8/7/18) cleaned gutters & downspouts at 3419 Island Creek Ct. Unit 132-C

Upon motion duly made and seconded, the Board agreed:  
To pay **LWMC \$131.25 Invoice#137724** (Date of service: 08/09/18) unclogged 2 downspouts and snaked underground pipe at 15546 Prince Frederick Way Unit#116-A.

Upon motion duly made and seconded, the Board agreed:  
To pay **McFall & Berry Landscaping \$380.00 Invoice#INV200828** (Date of service: 08/29/18) to remove 2 large limbs on the center of a crimson King Maple tree on Parker Creek Ln.

#### **Resolution#18, 9/11/18**

Investment Actions Proposed- Financial Status of Mutual- None at this time.

Sign Financial; Open Operating Account- After board discussion, board agreed to the following:

Resolved, that the Board of Directors hereby approves to authorize management to open an operating account at Signal Financial to replace the Bank of America account.

#### **Resolution#19, 9/11/18**

#### 8. Mutual 16 Committee Reports-

- A. Social Event; Pizza Party at the Rock-** The ***“Pizza at the Rock”*** held on September 7<sup>th</sup> was successful. Thanks to all that attended.

M16 Newsletter- Ms. Allston stated topics are due to Rita Molyneaux for the October newsletter edition.

Maintenance- No report at this time.

Landscape- Mr. Allston reported he received a proposal from McFall & Berry to remove the tree behind 3423 Island Creek Ct. because its leaning. After discussion, the Board approved the following:

Resolved, that the Board of Directors hereby approves the **McFall & Berry Landscape Proposal#T18422-ME** (Dated 09/07/18) & payment in the amount of \$325.00 to take down & remove declining Pine tree & stump in the rear of unit 3423 Island Creek Ct. Backfill hole w/ soil then seed.

**Resoultion#20, 9/11/18**

9. Open Forum- None.
10. Next Meeting- Tuesday, October 9, 2018 9:30AM; Sullivan Room.
11. Adjournment- There being no additional business, the meeting was adjourned at 11:10AM.

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Paula Seebode, Secretary