

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**September 8, 2020**

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via telephone conference call on Tuesday, September 8, 2020 at 9:30am.

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

**Directors Absent:**

**Management:** Kevin Flannery, General Manager; Alicia Drummond, Mutual Assistant

**Visitors:** Dial-in teleconference meeting (various residents/owners)

1. **Call to Order**- Ms. Allston called the meeting to order at 9:30 am.
2. **General Manager's Report** – Mr. Flannery presented the General Manager's Report. It was made part of the record.
3. **Approval of Agenda**- The agenda was approved, as written.
4. **Approval of Board Meeting Minutes**- The minutes from August 11, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – Ms. Allston stated that has not received any Correspondences or ABM's.
6. **Advisory Committees** –
  - a. **Emergency Preparedness** – Mr. Hortin stated that the Committee is planning a program for October. More information will be posted in the LW News.
  - b. **Golf** – Mr. Allston stated that the golf course was closed for three months due to the pandemic; however, with the surge in popularity, the golf course has had over 1,000 more rounds played than last year at this time. A new superintendent of golf was hired replacing the departed superintendent.
  - c. **Landscaping** – Ms. Davis reported that the Committees discussed the weed and crab grass issues in the Community. They also discussed the mowing schedule and agreed that increased mowing services would be too expensive.
  - d. **CPAC/ Technology/ LW News/ Strategic Planning** – Dr. Popper reported that strategic planning is in process and we are hoping to finish the process shortly. Dr. Popper is on a sub-committee discussing electric vehicle charging pricing solutions. There was no meeting of the Communications Advisory Committee. CPAC Committee is discussing plans for new major projects but will await the strategic plan.

- e. **Tennis/ Pickleball – Ms. Berkholtz stated the tennis and pickleball committee meets monthly during the summer. New court numbers have been installed. Pickleball membership has increased. She also said that there has been increased utilization of the courts.**
- f. **Security & Transportation – No report at this time.**
- g. **E&R – Ms. Allston reported that plans are being worked on for the new administration building and Clubhouse 1. The woodshop will now have a sub club called Friends of Woodworking.**
- h. **LWBOD Meeting – Ms. Allston reported that the meeting was held on August 25. There will be a Budget Forum held on September 9, 2020 at 3:00pm. Plans are being worked on for the new administration building and Clubhouse I. The county has approved the plan, now a construction company is being sought. The LW Garden Plot Club requested resurfacing of the service road surrounding the garden plots. No action was taken. A 5-year maintenance plan was provided to management. Funding was in question from the Board. The reconstituting of the Government Affairs Committee was approved.**

**7. Treasurer’s Report- Ed Bradley-**

**Invoices – Mr. Bradley presented the bills for September 2020. Additionally, three J&M approved invoices were sent in for payment.**

**Upon motion duly made, the following resolution was agreed:**

**To approve a payment to LWMC invoice #178951 in the amount of \$257.00 to clean gutters and replace underground pipe at 3407 Parker Creek Ln.**

**Resolution #11, 9/8/2020**

**Upon motion duly made, the following resolution was agreed:**

**To approve a payment to LWMC invoice #179728 in the amount of \$98.75 to clean gutters and downspouts and underground pipe at 3402 Parker Creek Ln.**

**Resolution #12, 9/8/2020**

**Upon motion duly made, the following resolution was agreed:**

**To approve a payment to Fred C. Johnson Co. invoice #60524 in the amount of \$150.00 garage door repair at 15513 Prince Frederick Way.**

**Resolution #13, 9/8/2020**

**Budget – Mr. Bradley recommended mailing the 2021 proposed budget, which includes no increase in condo fee, to all Mutual 16 residents.**

**Upon motion duly made, the following resolution was agreed:**

**To approve mailing the Mutual 16 2021 proposed budget to all residents of Mutual 16**

**Resolution #14, 9/8/2020**

**8. Mutual 16 Committee Reports**

**A. M16 Newsletter- The newsletter is being prepared for October.**

**B. Maintenance- Mr. Looney stated atrium repair work is needed at 3412 Island Creek.**

**Upon motion duly made, the following resolution was agreed:**

**To approve to accept the proposal from Pipe and Stone for atrium repair at 3412 Island Creek in the amount of \$2750.**

**Resolution #15, 9/8/2020**

**C. Park: Ms. Seebode reported that the Park Beautification committee is planning to plant fall flowers**

**D. Landscape – No report at this time.**

**9. Other Board Business- Applications are being accepted from interested residents for the 2021 Advisory Committee. Applications must be submitted by November 6, 2020.**

**10. Open Forum – No comments at this time.**

**Agenda Meeting- October 1, 2020 at 2:00pm in Clubhouse 2.**

**Next Meeting- Tuesday, October 13, 2020 9:30AM**

**11. Adjournment- There being no additional business, the meeting was adjourned at 10:48 am.**

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**Paula Seebode, Secretary**

September 2020

September 14, 2020



# General Manager's Report

## Community Financials

For the period ending August 30, 2020, net operating expenses were \$42,200 over budget.

Year-to-date net operating expenses were \$526,400 over budget.

## Property Transfers

In the month of August, there were 39 property transfers which totaled \$182,100 in transfer fees.

## Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The construction bid package was released on 8/7 to contractors bidding on the new Administration Building and Clubhouse I Renovation project. A pre-bid meeting occurred on 8/12 with representatives from each construction firm. Award of the contract is expected in October.

## 2021 Budget Planning

The LWCC Board will act on the budget on September 29th. Residents are encouraged to email questions/comments to [2021Budget@LWMC.com](mailto:2021Budget@LWMC.com).

## Flu Immunization Opportunities

MedStar will be offering 3 opportunities for flu vaccines. All 3 require a phone appointment by calling the Medical Center at (301) 598-1005.

**Indoor:** Clubhouse I from 8am to 4pm on Thursdays in September (beginning 9/10).

**Outdoor (Drive-thru):** Clubhouse II from 8am to 4pm on Tuesdays in September (beginning 9/15). Limited to 2 persons per vehicle.

**Medical Center Pharmacy:** As in prior years, you can set up a personalized appointment.

## HR Corner

In the month of August, there was 3 new hires and 2 terminations.

LWMC has the following open positions:

- Appliance Mechanic — PPD
- Community Patrol Officer — Security
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD
- Supplemental Transportation Driver

## Upcoming Office Closures:

- **Oct 12—**  
Columbus Day

## Ballot Box: General Election

Working with Maryland Board of Elections, Management has confirmed that LW will have a ballot box installed outside of Clubhouse I on 10/16. The box will be monitored by video surveillance to ensure it remains un-tampered with.

## Indoor Pool Repairs

The indoor pool reopened on 9/15.

## LW Advisory Committee Applications

The application to serve on LW Advisory Committees is now available on the residents website! Applications are due to Management by 11/6.