

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

December 10, 2019

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, December 10, 2019 at 9:30am.

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

Directors Absent:

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

Visitors: Harry Geehreg, Sandy Greer, Joe Halpin, June Hortin, Kay Looney, Rita Molyneaux, Art Popper, Virginia Rehbehn, Julie Repeta, Janice Romanoff, Arlene Halpin

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 December 2019. The report 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 November 12, 2019 meeting were approved, as written.
5. **ABM/ Correspondences** – None at this time.
6. **Advisory Committees:**
 - A. **Emergency Preparedness** – No report at this time.
 - B. **Golf and Greens** – Mr. Allston reported that the Golf Course Renovation Plan report was presented with requested amount of \$800,000.00 at the LWCC BOD Meeting.
 - C. **Landscaping** – No report at this time.
 - D. **Technology/LW Communications/Strategic Planning** – Dr. Popper stated that the focus groups were completed and successful.
 - E. **Tennis/ Pickleball** – Ms. Berkholtz reported that the Committee agreed to convert one of the tennis courts into a pickle ball court.

F. Security & Transportation – Mr. Geehreng stated that there will be an article placed in the newsletter. He stated there are no signs of concern of new security system.

G. Education & Recreation – No report at this time.

LWCC BOD Meeting – Ms. Allston reported that the Board approved the new Advisory Committee members pending the corrections needed; there was a Golf Club Presentation on the Golf Course Renovation Plan; Comcast installations are going well and they hope to have them done by the end of the year.

7. Treasurer's Report- Ed Bradley-

Invoices – Mr. Bradley presented the bills for December 2019.

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC, invoice #166409 for clearing roots from the toilet in the amount of \$256.39 at 3405 Island Creek Ct.

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC, invoice #167065 to clear main sewer line at 3408 Parker Creek Lane in the amount of \$202.00.

Upon motion duly made, the following resolution was agreed:

To approve a payment to Pipe & Stone, to support slab on grade in back of house with a concrete skirt at 3404 Island Creek Ct. in the amount of \$1,875.00.

Resolution #35, 12/10/2019

CD – Mr. Bradley made a motion for CD reinvestment.

Upon motion duly made, the following resolution was agreed:

To approve to reinvest to total balance in the State Bank of Texas CD maturing on December 26, 2019 in a new one-year CD on the best available terms.

Resolution #36, 12/10/2019

End of year payment of invoices -

Upon motion duly made, the following resolution was agreed:

To authorize a Board members Joan Allston or Ed Bradley to approve the payment of bills presented to the Mutual for payment from the time of this meeting until December 31,2019, provided they are clearly the responsibility of the Mutual to pay.

Resolution #37 12/10/2019

8. Mutual 16 Committee Reports

Social Committee: - Ms. Repeta reported on the Christmas Pot-Luck Dinner held on December 7th. She stated it was a very successful event and provided the total number of attendees (55) including a few new residents and the total cost of \$320.19.

M16 Newsletter- Ms. Molyneaux needs ideas for upcoming newsletter.

Maintenance- Mr. Looney provided an update on the sliding glass door replacements for Mr. Bradley's and Mr. Heineman's homes. He also spoke about the recommendation to snake the sewer line at 3408 Park Creek and treating with RootX annually at Mutual expense. This topic will be deferred until he discusses further with PPD. He also received a contract from J&M for cleaning of gutters and downspouts in the Mutual.

Upon motion duly made, the following resolution was agreed:

To accept the proposal from J&M for gutter and downspout cleaning and cost is determined by time and materials at \$50.00 per hour.

Resolution #38 12/10/2019

Park – Ms. Seebode stated that she is still in the process of obtaining a proposal for a picnic table concrete pad.

Landscape – Mr. Allston stated that follow up inspections have been completed.

9. Other Board Business-

Who Pays Document – The Board reviewed and discussed the revision of the Who Pays Document.

Upon motion duly made, the following resolution was agreed:

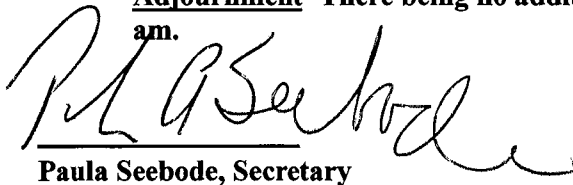
To approve the Mutual 16 Revised Who Pays Document as written to be effective January 1, 2020.

Resolution #39 12/10/2019

Open Forum –None at this time.

Next Meeting- Tuesday, January 14, 2020 9:30AM; Sullivan Room.

Adjournment- There being no additional business, the meeting was adjourned at 11:00 am.


Paula Seebode, Secretary



General Manager's Report

January 2020

January 8, 2020

Community Financials

Financial statements for the period ending December 31, 2019 will be published the week of January 13th. An estimated \$10/15K surplus for the month.

As of November 30, 2019, year-to-date, net operating expenses were \$85,500 over budget.

Property Transfers

In the month of December, there were 35 property transfers which totaled \$166,900 in transfer fees. Please see attached summary of 2019 property transfers.

Lawsuit Status

The judge heard testimony regarding the Motion to Dismiss on November 26th and ruled in favor of Leisure World on all counts.

The plaintiffs filed an appeal on December 27th following the November 2019 decision.

Clubhouse I/ Admin Bldg Site Plan Amendment Update

The updated Facilities Enhancement Plan (FEP) cashflow report will be presented to the Budget & Finance Advisory Committee on January 15th. The report will also be reviewed by the Executive Committee and LWCC Board of Directors at their regularly scheduled meetings in January.

PEPCO Reliability Power Improvements

PEPCO is expected to work in the community from January 6th to August 28th.

They will be installing 25,000 lineal feet of new power lines, 8 air switches, 37 transformers, and replacing "life front" transformers with "dead front" types for increased safety.

The 3 primary work areas are: 1) Rossmoor & LW Blvd, 2) Connecticut Ave & LW Blvd, 3) entire west side of LW Blvd from Medical Center on north side to Connecticut Ave on south side of community.

Upcoming Office Closures:

- **January 20**—
Martin Luther King Day
- **February 17** —
President's Day

Comcast Installation Update

The onsite Comcast office is now open Monday, Wednesday and Friday from 10am to 3pm in Clubhouse I (Harbor Room).

As of 1/6/20, 87% of units in the community have completed installation.

Residents have through Wednesday, Jan. 15, to schedule a free installation of Leisure World's newly upgraded Comcast Xfinity cable TV and internet services.

Comcast—Infrastructure Update

Thus far, Comcast has installed approximately 43,000 ft of cable within the community. They are targeting 50 nodes in operation at the conclusion of the migration process.

The migration process began on January 7th. Comcast plans to work on node migration between midnight and 6 a.m. Some residents in mutuals 7 through 15 may see temporary interruptions of their service during the node migration.

HR Corner

In the month of December, there were 3 new hires and 6 departures.

We have the following open positions:

- Administrative Assistant—Overlook M26
- Accounts Receivable Clerk (PPD)
- Security Guard
- Service Plumber

LEISURE WORLD OF MARYLAND RESALES - 2019

MONTH	MONTGOMERY MUTUAL	CONDOMINIUMS	H.O.A.	TOTAL	R. I. F. COLLECTED
JANUARY	7	23	0	30	\$118,298.98
FEBRUARY	4	12	0	16	\$59,410.00
MARCH	4	20	0	24	\$93,932.00
APRIL	9	26	1	36	\$163,127.98
MAY	3	31	0	34	\$155,739.98
JUNE	7	29	1	37	\$160,014.80
JULY	3	31	2	36	\$174,137.80
AUGUST	5	22	0	27	\$116,728.18
SEPTEMBER	9	33	1	43	\$165,282.88
OCTOBER	5	36	0	41	\$177,645.90
NOVEMBER	6	25	1	32	\$141,667.00
DECEMBER	6	29	0	35	\$166,864.00
TOTAL	68	317	6	391	\$1,692,849.50

LEISURE WORLD OF MARYLAND RESALES - 2019

MUTUAL NO.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	MUTUAL NO.
Montgomery Mutual	7	4	4	9	3	7	3	5	9	5	6	6	68	Montgomery Mutual
Mutual 5										1				Mutual 5
Mutual 6A														Mutual 6A
Mutual 6B														Mutual 6B
Mutual 6C	1		2			1		2	3			2	11	Mutual 6C
Mutual 7	2			1			1		2			1	7	Mutual 7
Mutual 8	1												1	Mutual 8
Mutual 9		1	1	3	1	1	1						8	Mutual 9
Mutual 10	1	1	1	2	1			1	1	1	1	1	11	Mutual 10
Mutual 11			2		1	1			2	1	1		8	Mutual 11
Mutual 12					1	1				1	1	1	5	Mutual 12
Mutual 13	2			2			2		1				7	Mutual 13
Mutual 14	1	1			1	1	1			2	5		12	Mutual 14
Mutual 15	1	1		1	2	1			3		1	1	11	Mutual 15
Mutual 16	1						2			1	1		5	Mutual 16
Mutual 17A - Fairways South	1	3		1		3	1	2	4	1		1	17	Mutual 17A - Fairways South
Mutual 17B - Fairways North	2		3	2	2	2	5	3		5		1	25	Mutual 17B - Fairways North
Mutual 18			1		2					1			4	Mutual 18
Mutual 19A	1		3			1		1	2		1		9	Mutual 19A
Mutual 19B			1			4	1		1	3		2	12	Mutual 19B
Mutual 20A - Greens I	3	2	4	4	2	2	4	3	2	3	2	4	35	Mutual 20A - Greens I
Mutual 20B - Greens II	2	1	1	3	5	5	3	4	4	4	3	2	37	Mutual 20B - Greens II
Mutual 21 - Turnberry Courts	1			4	2	2	3	1	6	1		5	25	Mutual 21 - Turnberry Courts
Mutual 22 - The Pines		1			3	1	1	1		1	1	1	10	Mutual 22 - The Pines
Mutual 23 - Vantage Point West	1			2			3	1	1	2		2	12	Mutual 23 - Vantage Point West
Mutual 24 - Vantage Point East					3	2		1		3	2		11	Mutual 24 - Vantage Point East
Mutual 25 - The Regency				1		1	2		1		1		6	Mutual 25 - The Regency
Mutual 26 - The Overlook		1		1	2	1	2	2		4	4	3	20	Mutual 26 - The Overlook
Mutual 27 - Creekside	2		1		3		1		1	1	2	2	13	Mutual 27 - Creekside
Total	30	16	24	36	34	37	36	27	43	41	32	35	391	Total