

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

January 14, 2020

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, January 14, 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

Directors Absent: Paula Seebode, Secretary

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

Visitors: Dee Berkholtz, Betsy Davis, Joe Halpin, June Hortin, Kay Looney, Rita Molyneaux, Art Popper, Virginia Rehbehn, Janice Romanoff, Lenny Sammarco,

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 January 2020. 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 December 10, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – None at this time.
6. **Advisory Committees:**
 - A. **Emergency Preparedness** – Mr. Hortin reported that an article was placed in the LW News stating that smoke and carbon monoxide alarms must be up to date. Carbon Monoxide detectors are now required houses with a garage attached.
 - B. **Golf and Greens** – No report at this time. No meeting in January.
 - C. **Landscaping** – No report at this time. No meeting in January and February.
 - D. **Technology/LW Communications/Strategic Planning** –

Communications - Dr. Popper stated that the LW News has developed their own policies regarding what will be included in the newsletter. The Committee will begin to review all the LW News policies and rules, per the Committee Charter.

Strategic Planning – The Committee is planning several community meetings. There will be approximately 100 people at a time in the Ballroom. More information including dates and times will be provided in the LW News. He is requesting more representation from the smaller Mutuels.

CPAC – Committee will have a request for proposals for large scale projects the money for which that will come from the resales department. Request for Proposals will go out in the 2nd quarter of the year.

E. Tennis/ Pickleball – No report at this time.

F. Security & Transportation – No report at this time.

G. Education & Recreation – Ms. Allston stated that new members were introduced. The Committee considered a new club, Dividend Club that provides financial information at no charge. The purpose of the club is to educate and give information on reliable companies that give dividends. She mentioned the Committee also discussed the numerous pool complaints.

LWCC BOD Meeting – Report given last month. No report at this time.

7. Treasurer's Report- Ed Bradley-

Invoices – Mr. Bradley presented the bills for January 2020.

Upon motion duly made, the following resolution was agreed:

To approve a payment to USI Insurance Services LCC invoice #3096176 for annual travelers' insurance in the amount of \$2,411.00.

Upon motion duly made, the following resolution was agreed:

To approve a payment to Paul Eisenhaur for Mutual website maintenance in the amount of \$100.00.

Upon motion duly made, the following resolution was agreed:

To make reimbursement to Sandra Greer for payment to PPD in the amount of \$46.85 to clear drains in her unit 3408 Parker Creek Lane.

Resolution #40, 1/14/2020

Audit Presentation – The Board agreed that no additional presentation from the audit firm was necessary. LW Management will present the audit report to the Board.

8. Mutual 16 Committee Reports

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

B. Maintenance- Mr. Looney stated that the gutter cleaning is now completed. He has received a proposal from J&M for rake trim replacement on several homes in the amount of \$3,336.00.

Upon motion duly made, the following resolution was agreed:

To accept the proposal from J&M for rake trim replacements on specified homes (addresses provided by Mr. Looney) and to make payment in the amount of \$3,336.00 upon completion of the work.

Resolution #41 1/14/2020

Mr. Allston stated that after inspection in the Mutual, all of the houses need caulking around the garage doors. He has contacted J&M to do the work between now and Spring. Cost will be based on time and materials.

C. Park – No report at this time.

D. Landscape – Mr. Allston stated that he has received an overwhelming response from residents who would like a tree planted in their yard. He stated that next year three shade trees will be planted on the west side of the park and that he is interested in having 5-6 trees planted every year.

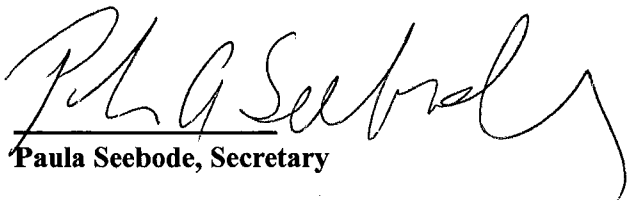
9. Other Board Business- Annual Meeting will be held on Thursday May 21, 2020 at 2:00pm in CH2.

10. Open Forum – Dr. Popper commented that he was unaware of Board discussions regarding the Who Pays document and that notice should have been given of the meeting at which the Board discussed possible changes to the document. He also stated that all meetings should be advertised, per Maryland Condo Act and the CCOC. He is requesting that meetings be better publicised. Board members stated that Board meetings are posted on the Mutual website and in the newsletter. Ms. Allston stated that she will make sure all meetings (open, closed and special meetings) will be advertised.

Ms. Allston reported that there are currently three vacant houses. Ms. Allston mentioned that she has been in contact with PPD to repair the street light near Ms. Greer's home. There are other various lights that need repair. She also responded to a question regarding the reduction in business at PPD.

11. Next Meeting- Tuesday, February 11, 2020 9:30AM; Sullivan Room.

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


Paula Seebode, Secretary



General Manager's Report

February 2020

February 7, 2020

Community Financials

Financial statements for the period ending January 31, 2020 will be published the week of February 10th.

As of December 31, 2019, year-to-date, net operating expenses were 69,700 over budget.

The auditors were onsite the week of January 27th to complete the field work in conjunction with the 2019 fiscal year audit.

Property Transfers

In the month of January, there were 35 property transfers which totaled \$140,800 in transfer fees.

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 II/ Admin Bldg Site Plan Amendment Update

The updated Facilities Enhancement Plan (FEP) cashflow report was presented to the LWCC Executive Committee and LWCC Board of Directors at their regularly scheduled meetings in January. The cashflow presentation will also be provided at the Community Planning Advisory Committee and Physical Properties Advisory Committee meetings in February.

Budget Basics

Beginning in the February 7th issue of the LW News, a series of articles will be published to help residents understand their monthly association payment and the budget that determines it.

Upcoming Office Closures:

- **February 17** — President's Day

Montgomery County Council Town Hall

The Montgomery County Council is hosting a town hall meeting at Leisure World to be held on March 11th from 9am to 11am in Clubhouse II. Doors open at 8:30am.

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 (as of 2/7—85% completed), 2) Connecticut Ave & LW Blvd (as of 2/7—50% completed), 3) entire west side of LW Blvd from Medical Center on north side to Connecticut Ave on south side of community.

Upcoming Special Meetings

The following upcoming meetings have been scheduled:

- Feb. 13th — Closed Board meeting to discuss legal matters at 1:30pm
- Feb. 13th — Open Board meeting to discuss Gate Access Software Improvements
- Feb. 21st — LWCC Board Chairman is meeting with all Advisory Committee Chairpersons
- March 1st — Resident Forum regarding Gate Access Software Improvements

Comcast Update

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

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.

HR Corner

In the month of December, there were 3 new hires and 4 departures.

We have the following open positions:

- Administrative Assistant—Fairways South M17A
- Building Engineer — Villa Cortese M6C
- Evening Maintenance Technician —PPD
- Security Guard — Security
- Service Plumber — PPD