

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

August 11, 2020

**Pursuant to notice previously given, a regular meeting of the Board of Directors
was held via telephone conference call on Tuesday, August 11, 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: Alicia Drummond, Mutual Assistant, Kevin Flannery

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 April 14, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – The Board has not received Ms. Manning's ABM for front door replacement for approval. Ms. Compton's ABM for a new window was received and reviewed.

Upon motion duly made, the following resolution was agreed:

To approve the ABM for window replacement at 3408 Island Creek Ct. (Compton). Cost and maintenance will be the responsibility of the unit owner.

Resolution #8a, 8/11/2020

6. **Advisory Committees** – No reports at this time.

LWCC BOD Meeting – No report at this time.

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

Invoices – Mr. Bradley presented the bills for August 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 #177458 in the amount of \$316.00 to clear gutters and downspouts and underground drain at 3411 St. Leonard Ct.

Resolution #8, 8/11/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #178409 in the amount of \$47.00 to clean gutters and downspouts and underground drain at 15420 Prince Frederick Way.

Resolution #9, 8/11/2020

Upon motion duly made, the following resolution was agreed:

To approve reimbursing Joan Allston not more than \$20.00 for stamps and cards to supply new volunteer for the “sunshine committee”.

Resolution #10, 8/11/2020

Budget – Mr. Bradley stated he will send a memo regarding the upcoming budget to the Board.

8. Mutual 16 Committee Reports

A. Landscape – No report at this time.

B. M16 Newsletter- The newsletter is expected to be delivered by the weekend.

C. Maintenance- Mr. Looney reported that J&M was contacted for storm damage repairs. PPD will be working on gutter and downspout repairs.

D. Park – No report at this time.

9. Other Board Business- The Board is looking for a new “sunshine” volunteer.

10. Open Forum – No comments at this time.

Next Meeting- Tuesday, September 8, 2020 9:30AM

11. Adjournment- There being no additional business, the meeting was adjourned at 10:08 am.

Paula Seebode, Secretary



August 2020

August 19, 2020

General Manager's Report

Community Financials

For the period ending July 31, 2020, net operating expenses were \$64,700 over budget.

Year-to-date net operating expenses were \$484,200 over budget.

Property Transfers

In the month of July, there were 24 property transfers which totaled \$87,100 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 has been scheduled that will be attended by representatives from each construction firm. Bids are due in mid-August and contract award in early September.

Civil Engineering design documents have been submitted to Montgomery County for permits and fee payment. Permits are anticipated for WSSC at the end of August.

2021 Budget Planning

The LWCC Board is expected to review the draft 2021 budget in August for action in September.

The budget forum will be held on September 9th at 3pm via Zoom.

Residents are encouraged to email questions/comments to 2021Budget@LWMC.com.

Richard Jones Retirement

Grounds Supervisor, Richard Jones has retired after 12 years of service. We thank him for his contributions to the community over the years.

HR Corner

In the month of July, there was 4 new hires and 1 termination.

We have the following open positions:

- Appliance Mechanic — PPD
- Community Patrol Officer — Security
- Security Guard — Security
- Service Plumber — PPD

Upcoming Office Closures:

- **Sept 7—**
Labor Day

COVID-19 Testing Opportunity

Management is awaiting response from Montgomery County officials regarding an opportunity for LW residents to obtain a COVID-19 test on-site. Information will be made available once details are confirmed.

Indoor Pool Repairs

The indoor pool repairs are nearing completion and the indoor pool is expected to re-open the first week of September.