

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

October 13, 2020

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via telephone conference call on Tuesday, October 13, 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 September 8, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – Ms. Allston stated that she had received one ABM from unit owners of 15412 Prince Frederick Way to replace four sliding glass doors in sunroom with vinyl replacement windows.

Upon motion duly made, the following resolution was agreed:

To approve an ABM from owners of unit 15412 Prince Frederick Way (Geehreg) to replace four sliding glass doors in sunroom with vinyl replacements. Expense and maintenance will be owner's responsibility.

Resolution #16a, 10/13/2020

6. **Advisory Committees** –
 - a. **Emergency Preparedness** – Mr. Hortin stated that a fire prevention and safety program was held the previous week. This program will be replayed at a later date for those who were unable to attend.
 - b. **Golf** – Mr. Allston stated that the course is at a maxed capacity with golfers.
 - c. **Landscaping** – No report at this time.
 - d. **CPAC/ Technology/ LW News/ Strategic Planning** – Mr. Popper reported that the communications committee has not met. CPAC will discuss the three bids received for the new administration building then make a recommendation to the LWCC Board. The Strategic Planning committee is preparing a final document to be submitted to the LWCC

Board. Electric vehicles and charging stations in the community are being discussed by a sub-committee.

- e. Tennis/ Pickleball – Ms. Berkholtz stated that the October meeting will be the last one for this year.
- f. Security & Transportation – Mr. Geehreg reported that the Pandemic has set back implementation of the gate access system. A new provider has been selected for the project. A member of the Committee brought up the possibility of starting neighborhood watch programs in individual mutuals.
- g. E&R – No report at this time.
- h. LWBOD Meeting – Ms. Allston reported that the resolution to extend the current GM's position for an additional year was not approved. Many things were changed when the new budget was discussed. For example, the budgeted amounts for snow removal and road upkeep were reduced.

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 #178950 in the amount of \$174.41 to clean downspout and underground pipe at 15546 Prince Frederick Way.

Resolution #16, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #181327 in the amount of \$79.00 to clean gutters and downspouts at 3302 Solomons Ct.

Resolution #17, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #181333 in the amount of \$59.25 to clean gutters and downspout at 3422 Island Creek Ct.

Resolution #18, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #180217 in the amount of \$134.91 to clean gutters and replaced downspout at 15504 Prince Frederick Way.

Resolution #19, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #181334 in the amount of \$118.50 to clean gutters and downspouts at 15504 Prince Frederick Way.

Resolution #20, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #180056 in the amount of \$79.00 to clean gutters and downspouts at 3308 Solomons Ct.

Resolution #21, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to McFall & Berry invoice #207513 in the amount of \$3,375.00 for removal of trees in the Mutual.

Resolution #22, 10/13/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to McFall & Berry invoice #207514 in the amount of \$755.00 for removal of trees in the Mutual.

Resolution #23, 10/13/2020

Investment Actions

Upon motion duly made, the following resolution was agreed:

The Mutual 16 Board of Directors hereby authorizes Leisure World Accounting to reinvest the entire proceeds of the Revere Bank CD, maturing on October 16, 2020, in a one-year CD at the best rate available.

Resolution #24, 10/13/2020

Budget

Upon motion duly made, the following resolution was agreed:

The Mutual 16 Board of Directors hereby approves the Mutual 16 2021 budget as revised. The proposed budget mailed to the unit owners for review has been changed in offsetting respects: Community Facilities expense was reduced, and Prior Years Surplus revenue was reduced by the same amount. The final approved average monthly condo fee provided for in the budget is unchanged and remains at \$720.

Resolution #25, 10/13/2020

8. Mutual 16 Committee Reports

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

B. **Maintenance-** Mr. Looney stated that he has received a bid regarding a resident's atrium sinking issue (3412 Island Creek Court). The work will start within a week. He has received several gutter and downspout drain requests that have been forwarded to PPD for repairs. The garage door at 3302 Solomons Court is in the process of being replaced. J&M has been scheduled for power washing and mold removal on units which need it.

C. **Park** – Ms. Seebode stated that she is accepting donations for enhancing the park at the rock in the spring (hoses, bags, money, etc.). This will also be mentioned in the newsletter.

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

9. **Social** – Ms. Allston requested issuing a check to Julie Repeta of \$100.00 to avoid bank account cancelation.

Upon motion duly made, the following resolution was agreed:

To make payment to Julie Repeta in the amount of \$100.00 for social committee funding to be placed into the Social Committee bank account to avoid cancellation due to inactivity.

Resolution #26, 10/13/2020

10. **Applications for 2021 Advisory Committees**- Applications are being accepted from interested residents for the 2021 Advisory Committees. Applications must be submitted to Joan Allston by November 6, 2020.
11. **Open Forum** – Mr. Geehrens mentioned that a resident complained of a rusted storm drain at Island Creek and Norbeck Rd. He also stated that the curbing is breaking up at that location. Mr. Looney will look into the matter.

Next Agenda Meeting- November 5, 2020 at 1:00 pm in Clubhouse 2.

Next Meeting- Tuesday, November 11, 2020 9:30AM

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

Paula Seebode, Secretary

October 2020

October 8, 2020



General Manager's Report

Community Financials

Financial statements for the period ending September 30, 2020 will be published the week of 10/12.

As of August 31, 2020, year-to-date net operating expenses were \$526,400 over budget.

Property Transfers

In the month of September, there were 42 property transfers which totaled \$180,700 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. Bids were received on 9/21 and a meeting with the bidders was held on 10/1. The LWCC Board is expected to award the contract in October.

LW Advisory Committee Applications

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

Flu Immunization Opportunities

MedStar is 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.

Outdoor (Drive-thru): Clubhouse II from 8am to 4pm on Tuesdays. Limited to 2 persons per vehicle.

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

Ballot Box: General Election

Leisure World now has a ballot box installed outside of Clubhouse I. The box was installed on 9/24. The box is monitored 24/7 to ensure the contents remain untampered with. The Maryland Board of Elections collects the contents of the ballot box a few times each day.

Upcoming Office Closures:

- **Oct 12—**
Columbus Day

HR Corner

In the month of September, there was 1 new hire and 1 termination.

LWMC has the following open positions:

- Administrative Assistant — Overlook
- Appliance Mechanic — PPD
- Grounds Assistant — PPD
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD
- Supplemental Transportation Driver