

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

February 9, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via Zoom video call on Tuesday, February 9, 2021 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 the January 12, 2021 meeting were approved, as written.
5. ABM/ Correspondences – Ms. Allston presented an ABM for approval.

Upon motion duly made, the following resolution was agreed:

To approve the ABM for three replacement bedroom windows at 15407 Prince Frederick Way (Sammarco) at the expense and maintenance of the unit owner.

General Resolution #52, 2/9/2021

Advisory Committees –

- a. E&R committee –The ERAC is recommending to the LW Executive Committee that the Maryland Room expansion work connected to the Clubhouse I upgrade associated with the new administration project NOT be done. This would save an unspecified amount of money for that project. The ERAC will recommend that the shuffleboard courts be eliminated to accommodate the drop-off drive associated with the Admin Building/Clubhouse I project, while the bocce ball court that would also be impacted/eliminated by the same project be considered for relocation if an appropriate spot can be identified.
- b. Golf – No report at this time.
- c. Health – Ms. Jones reported that residents must have access to email to register for appointments and updates on vaccines. They will be vaccinating by age group starting with 75 and older. The Committee is volunteering to transport residents to the Medical Center. She also stated that residents should check their email mid-day and in the evening in case there are extra vaccines available for those who are registered. To register go to medstar.org and click on vaccine information then vaccine request. Social Services has been working hard to help the fire victims in addition to coordinating with residents for the vaccine.
- d. Landscape – No report at this time.

- e. CPAC/ Technology/Strategic Planning – Mr. Popper reported that the Committee discussed the electric car charging stations. An RFI was sent requesting more information from various companies. The Strategic Planning Committee will be working with the Board and advisory committees to implement the Strategic Plan. A basic timeline for planning will be completed by the June Board meeting. He stated that the committee is accepting new experienced members.
- f. Tennis/ Pickleball – Ms. Berkholtz reported that the pickleball club is continuing to grow and people are playing despite the cold weather.
- g. Security & Transportation – Mr. Geehreg reported the gate access plan is moving smoothly. He is on the sub-committee that oversees the implantation of the gate access plan. An email was sent to Mutual residents asking for volunteers to pre-test the gate access plan. Approximately 14 people responded. Ms. Allston stated that there have been three car thefts in M13.
- h. LWBOD Meeting – Ms. Allston reported that four items were passed during the meeting and the other items were deferred until next meeting. The Board passed the following: Strategic Plan to continue in existence; to direct the GM to proceed with an indoor air quality assessment; to direct the GM to prepare a plan for relocating current employees working in administration; to direct the Strategic Plan Committee to investigate the feasibility of new residential construction. The Board deferred the following resolutions: to hire a certified parliamentarian at no cost; to postpone a decision to proceed with the comprehensive facility condition assessment of the administration building; to direct the GM to develop an RFP for companies that will bring the administration building up to code; to postpone beginning construction on CH1 improvements. The Board voted against a Bill to do a reserve study for all the Trust properties and postponed a decision to provide updated cost estimates for renovating the administration building.

6. Treasurer’s Report- Ed Bradley-

Invoices – Mr. Bradley reported the current financials and the invoices for approval.

Upon motion duly made, the following resolutions were agreed:

To approve payment to LWMC (PPD) in the amount of \$47.00 for shut off repair at 15503 Prince Frederick Way.

General Resolution #43, 2/9/21

To approve payment to Jiffy Plumbing and Heating in the amount of \$7,840.00 for plumbing repair at 15519 Prince Frederick Way. This to be taken out of the Replacement Reserve fund.

General Resolution #44, 2/9/21

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

General Resolution #45, 2/9/21

To approve reimbursement to Joan Allston for the payment to Drain Pro Plumbers for drainage repair in the amount of \$1,500.00.

General Resolution #46, 2/9/21

Investment Actions –

Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting to reinvest the entire proceeds of the Congressional Bank CD, maturing on March 4, 2021, in a 12month CD at the highest rate available.

General Resolution #47, 2/9/21

Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting to reinvest the entire proceeds of the 1st Internet Bank CD, maturing on March 5, 2021, in a 12month CD at the highest rate available.

General Resolution #48, 2/9/21

7. Mutual 16 Committee Reports

- A. M16 Newsletter- Mr. Everette is in the process of preparing the newsletter for this month. He welcomes any ideas from residents.
- B. Maintenance- Mr. Looney stated there are no major maintenance issues at this time.
- C. Park – Ms. Seebode stated that she will be deciding on flowers in the park for March.

Upon motion duly made, the following resolutions were agreed:

To approve for Paula Seebode to receive \$800.00 to fund the park expenses for 2021.

General Resolution #49, 2/9/2021

- D. Landscape – Mr. Allston stated that there is no landscaping work in progress.
- E. The Little Library – Ms. Seebode stated that she is working with Barbara Rushing, a resident of M18, to build the little library in that Mutual. It will be an example for the little library in M16. When the M18 Library is complete, she and Ms. Rushing will build the M16 library.
- F. Upon motion duly made, the following resolution was approved:

To approve for Paula Seebode to receive \$200.00 to cover expenses associated with the construction of the “little library”.

General Resolution #50, 2/9/2021

- 8. Open Forum – No comments at this time.

Next Agenda Meeting- March 4, 2021 at 1:00 pm in Clubhouse 2 or Zoom.

Next Meeting- Tuesday, March 9, 2021 9:30AM via ZOOM

- 9. Adjournment- There being no additional business, the meeting was adjourned at 10:30 am.

Paula Seebode, Secretary

February 2021

February 16, 2021



General Manager's Report

Community Financials

For the period ending January 31, 2021, net operating expenses were \$6,800 over budget.

2020 Fiscal Year Audit

As of December 31, 2020, year-to-date, net operating expenses were \$624,800 over budget.

The auditing firm has begun work on the 2020 fiscal year audit. Final audit reports are expected to be completed in March/April 2021.

Property Transfers

In the month of January, there were 31 property transfers, which totaled \$121,900 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

During the Special Meeting held on 12/18, the motion to approve the construction company contract did not receive the required number of votes for approval.

The LWCC Board will continue their review of several resolutions relative to evaluating the current Administration Building, Clubhouse I, and next steps during their meeting scheduled for 2/23 at 9:30am via Zoom.

Update: Gate Access Project

New lighted gate arms and operators will be installed the week of 2/15. The LW News will be following this project's progress, so stay tuned for additional information and updates.

HR Corner

In the month of January, there were 6 new hires and 5 terminations. LWMC has the following open positions:

- Mutual Assistant — Admin
- Appliance Mechanic — PPD
- Building Engineer — PPD/HVAC
- Maintenance Technician — PPD/Special Projects
- Security Guard — Security
- Service Plumber — PPD

LWMC Zoom

Accounts

LWMC currently has 5 Zoom accounts for use by LWCC Board, Executive Committee, LW Advisory Committees, Mutual Boards of Directors, and Mutual Advisory Committees. Two of our accounts can accommodate up to 500 participants and three of our accounts can accommodate up to 100 participants.

COVID-19 Vaccines

The State of Maryland has allocated doses of Moderna vaccine for Covid-19 for distribution exclusively to Leisure World residents.

Vaccinations of **registered residents** will begin on Thursday, Feb. 11.

The vaccinations will be exclusively **for residents**, through **online registration only**, by **appointment only**, **free of charge**, and at two locations: the medical center on North Leisure World Boulevard and the MedStar Montgomery Medical Center in Olney.

Vaccines will be administered seven days a week for as long as a vaccine supply is available. MedStar Health clinicians will be doing the vaccinating. Scheduling will begin with the 75+ age category and move to younger ages if supplies allow.

Here are some details for now:

REGISTRATION

- If you have already signed up through MedStar Health's vaccine portal, you do not need to re-register. But **do respond to an email you will receive asking you to confirm your customized Leisure World registration**. This is very important if you want to receive a vaccine as part of this Leisure World program.
- If you already have an appointment scheduled anywhere else, please keep that appointment. Or, if you already received a vaccine elsewhere, you can disregard this email.
- If you have not signed up through MedStar Health's vaccine portal and you wish to receive a vaccine through this special Leisure World initiative, you can register through an online link that will be set up very soon. This link is **ONLY** for Leisure World residents. We will let you know the link as soon as we receive it.
- **You (or a family member or friend who can assist you) must be able to register online and provide an email.**
- Residents may register regardless of whether MedStar Health is their healthcare provider. All residents will have an equal opportunity to be scheduled for a vaccination.

SCHEDULING

- As vaccines are available and MedStar Health randomly selects qualified individuals, they will receive an email with the **date, time and location** of their **first and second vaccination appointments**. (The second dose of the vaccine is required four weeks after the first dose.) The assignment of appointment times and location is completely random.
- Registrants will have **48 hours to respond to the email to confirm** their appointments or they will be canceled.
- Appointments are not transferrable. Appointment locations cannot be changed.
- MedStar cannot reschedule vaccination appointments. If you have a medical or safety issue or if you contract COVID-19 prior to your first or second dose, you may cancel and reschedule your appointment. Please call 1-844-201-1149 only if you have a medical or safety issue and need to reschedule or cancel.

VACCINE ADMINISTRATION

- Bring your photo ID and current insurance card.
- Patients will incur **NO** out of pocket costs (no copay, deductible, coinsurance) for the vaccine. Vaccine administration will be billed to Medicare or the patient's insurance.