

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

April 13, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors
was held via ZOOM on Tuesday, April 13, 2021 at 9:30am.

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

Directors Absent:

Management: Kevin Flannery, General Manager; Cierra Coleman, Mutual Assistant

Visitors: Dave Merritt, ZOOM meeting (various residents/owners)

1. Call to Order- Mrs. 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. Dave Merritt: Report on Gate Access Project: Dave Merritt gave a presentation on the Security Gate Access Project. All questions and comments were addressed by Mr. Merritt.
4. Approval of Agenda- The agenda was approved, as written.
5. Approval of Board Meeting Minutes- The minutes from the March 9, 2021 meeting were approved, as written.
6. ABM/ Correspondences – None.

Advisory Committees –

- a. E&R committee – Mr. Hortin reported that the upgrade of the Maryland Room in Clubhouse I, contrary to E&R's recommendation, has resumed. He also reported that all indoor pool pass holders have been contacted and should have received a refund for their indoor pool lease. Residents who have not received a refund should call 301-598-1830.
- b. Golf – Mr. Allston reported that golf continues to enjoy high popularity. He also reported that the committee is generating a lot of revenue. If the committee maintains this level of revenue, the committee might not need a subsidy. That would be the first time since the Golf Course opened 52 years ago!
- c. Health – Ms. Jones reported that both Maryland and DC have recalled the Johnson & Johnson vaccine shots. She also mentioned that MedStar has purchased the Urgent care center on Georgia Avenue.
- d. Landscape – No report at this time.
- e. CPAC/ Technology/Strategic Planning –Mr. Popper reported that the committee continues to work on the electrical vehicle charging stations. They are reaching out to various vendors to get proposals on costs for installing these stations. He also reported that the Strategic Planning committee plans to report on possible financial plans for Leisure World at June's Leisure World Board.

- f. Tennis/ Pickleball – Ms. Berkholtz reported that the pickleball club is investigating the possibility of implementing LED lights for playing at night. The pickleball’s popularity continues to grow.
- g. Security & Transportation – Mr. Geehreg reported that the gate access project is slowly progressing. He will continue to update residents on the status of the project over time.
- h. LWBOD Meeting – Ms. Allston reported that the Board passed the following resolutions: The Board deferred accepting the proposed Audit until the next meeting. They passed a resolution to direct management send an RFP for a reserve study for the trust properties. The Board denied a resolution to purchase a new handicapped bus. Mr. Flannery is looking for other options. They approved the Gate Access project. The Board accepted the Landscape Advisory committee recommendation to approve McFall & Berry’s 2-year contract with Leisure World. The search firm management committee continues to look for a replacement for Mr. Flannery and the committee is instructed to not exceed \$36,000 in the search for his replacement.

7. Treasurer’s Report- Ed Bradley-

Invoices – Mr. Bradley reported the invoices for approval:

Upon motion duly made, the following resolutions were agreed:

To approve paying Gross Mendelsohn \$1,270.00 for progress billing in connection with audit of the financial statements and related tax return preparation for the year ended December 31, 2020.

General Resolution #55, 4/13/2021

To approve making payment to LWMC Physical Properties in the amount of \$118.00 to repair pvc pipe and also caulked gutter that was leaking at 15548 Prince Frederick Way (Davis)

General Resolution #56, 4/13/2021

To approve payment to A&A Restoration for the following insurance claim:

AMOUNT:	DESCRIPTION:
\$994.45	Washer machine was leaking. A&A Restoration-Water damage clean up. (15546 Prince Frederick Way) 2/21/2021 Invoice # 5835

Discussion of this motion: Mr. Bradley presented the following report: In February in one of the Mutual 16 units, a washing machine leaked. A company was engaged to do a cleanup. The bill was \$994.45. In the usual and normal course of events, the vendor would expect to be paid reasonably promptly by the unit owner. The unit owner might well have an insurance claim. Mutual 16 would have no involvement, in fact ,would never hear of the matter. Instead, in April, the Mutual 16 Board was presented with that bill for which it has no responsibility to pay. By this time, the vendor is likely irate. The Mutual is left to look to the unit owner for reimbursement. This departure from the normal is traceable to the involvement and procedures of the LW insurance office. Board discussion followed and it was agreed that steps should be taken to prevent a reoccurrence of this kind of mishandling of bills by PPD.

Resolution # 57, 4/13/2021

Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner (Polydoroff, Susan), in the amount of \$994.45, for the service of water damage clean up from A&A Restorations, due to the washer machine leaking. Date of Occurrence: 2/21/2021

Resolution # 58, 4/13/2021

Investment Actions –

Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting to reinvest the entire proceeds of the 1st Internet Bank CD, maturing on April 19, 2021, in a 12month CD at the highest rate available.

General Resolution #59, 4/13/2021

Resolved: The Mutual 16 Board of Directors authorizes Leisure World Accounting to reinvest the entire proceeds of the FVC Bank CD maturing on May 20,2021 in a 12 month CD at the best available rate

General Resolution #60

A. M16 Newsletter-No report at this time.

Maintenance- To accept the proposal from Pipe and Stone for water redistribution at front property at 15546 Prince Frederick Way.

General Resolution #61, 4/13/2021

B. Park – Ms. Seebode reported that the committee is having a Weeding Party on Wednesday afternoon in the park and welcomed residents to participate. The Park Beautification committee is also thinking about what to put in the park in May.

C. Landscape – Mr. Allston presented on this item.

Upon motion duly made, the following resolutions were agreed:

To accept the proposal from McFall and Berry “Going Green” proposal.

General Resolution #62, 4/13/2021

D. The Little Library – Ms. Seebode stated that the little library for M16 should be put up in the Park by the beginning of May.

E. Annual Meeting May 20th at 2:00 p.m. – Mrs. Allston reported that the there are two candidates running for the Board of Directors. The Annual Meeting notice packets will be mailed to owners next week.

8. Open Forum – None.

Next Agenda Meeting- No regular Board meeting in May.

Next Meeting- Upon motion duly made, the Board agreed.

To authorize Ed Bradley and/or Joan Allston to authorize payment of bills submitted during the period from April 13,2021 until May 15, 2021.

General Resolution #63, 4/13/2021

9. Adjournment- There being no additional business, the meeting was adjourned at 11:51 am.

Paula Seebode, Secretary



General Manager's Report

April 2021

April 20, 2021

Community Financials

For the period ending March 31, 2021, net operating expenses were \$10,800 over budget.

Year-to-date, net operating expenses were approximately \$28,500 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 completed field work on the 2020 fiscal year audit. Final audit reports were completed in late March. The LWCC board is expected to act on the Audit report at the April 27th meeting.

Property Transfers

In the month of March, there were 31 property transfers, which totaled \$123,800 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The LWCC Board, at their special meeting held on 3/12, approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Upon execution of the contract, on-site work is estimated to begin in late July/early August.

Please find the tentative schedule attached.

Update: Gate Access Project

Physical improvements to the Main Gate entrance were completed on 3/26. Improvements included removing the small booth next to the resident-only lane and installation of ADA compliant crosswalk.

New lighted gate arms and operators were installed at all 3 gates and new cameras will be installed in the month of April.

The testing phase of this project is expected to begin in early May. The testing phase will take up to 5 months. Once testing has completed, the Security Department will proceed with rolling out the new RFID/Visitor Access system community-wide.

The LW News will be following this project's progress, so stay tuned for additional information and updates.

HR Corner

In the month of March, there were 4 new hires and 6 terminations.

LWMC has the following open positions:

- Accountant (Accounting)
- Administrative Assistant (PPD)
- Assistant Project Manager, Community Services (PPD)
- Golf Course Technician (Golf)
- Plumbing Supervisor (PPD)
- Plumber (PPD)
- Security Guard (Security)
- Special Police Officer (Security)

Comcast

Comcast engineers were onsite on April 20th to conduct testing of the infrastructure. Following feedback regarding service concerns at Fairways North, Comcast technicians were onsite on April 16th to address issues expressed by individual residents. Management requested a proposal from Columbia Telecommunications Corporation (CTC) to conduct independent/third-party testing. Management also contacted legal counsel and members of the Technology Committee regarding reporting structure requirements.

COVID Vaccine Update

MedStar has paused the administration of the Johnson & Johnson vaccine, which was going to be provided to homebound residents. MedStar is attempting to get more doses of the Moderna vaccine for administration to homebound residents. In addition, some residents did not show up for their second dose and the clinic is attempting to contact them.

Clubhouse I Renovation and related site improvements

Project Design and Construction Schedule 2021

