

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

December 14, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, December 14, 2021, at 9:30am.

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

Management: Melissa Pelaez, Assistant General Manager – Kelly Rivera, Administrative Assistant, Mutual Services

Visitors: Various unit owners

1. Call to Order – The meeting was called to order at 9:32 a.m.

General Managers Report – Mrs. Pelaez gave the General Manager’s report. She gave an update on the Gate Access Project and announced that the RFID readers have been replaced at the Norbeck gate and that the Alpha group has been testing them. A schedule is being put together to install the RFID readers at the main gate and Connecticut Avenue gate. The Beta group will then test the gates as well as the Visitor Monitor Software. She also announced that Clubhouse 1 is currently being renovated: the Maryland room is being expanded, and a circular drive and outdoor canopy is being installed for the restaurants. Clubhouse 1 should be completed in Mid/Late March. At a special meeting, the LW Board of Directors voted in favor of building a new administrative building, and Mr. Snyder and his team selected DMA Reserves to do the Reserve Study for the community. Mrs. Pelaez responded to questions: Regarding the groups testing the gate system: At least two of the 10 alpha participants live near the Norbeck Gate and the Online Visitor Management System is only available to the Alpha group at the moment. Regarding the new administration building: It will be located where the present construction is. She also stated that LW is looking to hire employees so that the E&R office can reopen in Clubhouse 1.

2. Correspondence/ABMs: Ms. Seebode asked if PPD had sent the information the board needed to give final non-provisional approval to the patio ABM at 15403 Prince Frederick Way. Mrs. Allston said she would look into it.
3. Approval of Agenda for December 14, 2021 BOD meeting– The agenda was approved as presented.
4. Approval of Minutes for November 9, 2021 BOD meeting– The minutes were approved as

presented.

5. Treasurer's Report- Ed Bradley

a. Bills to consider

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To pay LWMC Invoice #201655 in the amount of \$63.75 for taking off gutter and clearing clog in downspout and clearing the gutter at 15420 Prince Frederick Way, unit 122-C.

Resolution #54, 12/14/2021

To pay for LWMC Invoice #197267 in the amount of \$170.00 for cleaning gutters, downspouts, and underground drain at 15556 Prince Frederick Way, unit 115-B

Resolution #55, 12/14/2021

To pay for McFall & Berry Invoice #211783 in the amount of \$320.00 for repairing turf damage at 3408 Parker Creek.

Resolution #56, 12/14/2021

To pay for J&M Construction Invoice #2082 in the amount of \$150.00 for relocking and renailling the right side of the gable at 15528 Prince Frederick Way.

Resolution #57, 12/14/2021

b. Future Bills

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To authorize Joan Allston or Ed Bradley to approve payment of bills presented between this date and December 31st, 2021, on condition they are clearly the responsibility of Mutual 16 to pay.

Resolution #58, 12/14/2021

c. Gross Mendelsohn Proposal- 2021 Audit

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To authorize President Joan Allston to sign on behalf of Mutual 16 the letter detailing the terms of the engagement of the firm of Gross Mendelsohn to perform the financial audit of the Mutual for the year of 2021.

Resolution #59, 12/14/2021

d. Budget- Final Approval

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

Pursuant to the Board resolution at its October 2021 meeting, the proposed 2022 Mutual 16 Budget was duly mailed to the unit owners for their comments. No basis having arisen in the interim calling for revision of that proposed budget, the Board hereby resolves that the Mutual 16 2022 budget in the form and content as set forth in the proposed budget is hereby given final approval.

Resolution #60, 12/14/2021

- e. Investment Actions- No Investment proposals at this time.

6. Advisory Committees

- a. E&R- Bob Hortin – No report at this time.
- b. Golf- Doug Allston – Mr. Allston stated that the golf committee is shut down for the year, and that a record was set this year for rounds played. Forty people are currently on the waiting list to become members in 2022.
- c. Health- Jeanne Jones – Ms. Jones reported that letter of intent from Medstar to renew the five-year contract was discussed at the November meeting. Ongoing negotiations include more monetary input from the community. There is a schedule published from the vaccine clinic which allows residents to schedule an appointment to get COVID-19 vaccines as well as booster shots. She also reported that social workers continue to work with those who were affected by the fire.
- d. Landscaping- Betsy Davis – No report at this time.
- e. CPAC/Technology/ Strategic Planning- Art Popper- Dr. Popper reported that CPAC received many proposals and that different groups have been assigned to examine them. Strategic planning continues to try to develop plans for the future, and the Technology committee continues to look into Vehicle Charging Stations. At this moment, the big issue is the installation and getting the necessary power to the chargers. The committee is exploring different options and companies that could help with this matter. Dr. Popper recommends having a charging station in the Mutual rather than in individual homes. There were questions regarding statistics on the number of people at Leisure World and in Mutual 16 who own electric cars and how the cost of people charging their cars will be distributed among them and not everyone else in the Mutual. Dr. Popper stated that the committee has knowledge of about 20 people who currently own an electric car in Leisure World, one which resides in Mutual 16; and that the person charging their car will be paying directly at the charging station. If people get these in their individual homes, the committee will explore and discuss other ideas on how the charges will be distributed to the correct people.
- f. Tennis/ Pickleball - Dee Berkholtz- Ms. Berkholtz stated that there was no meeting this month, but the committee was informed that there is now a commitment to repair the cracks on the courts in the Spring of 2022. The courts will continue to be used as is in the meantime.

- g. Security & Transportation- Harry Geehreg- No report at this time.
 - h. BOD Meeting- Mrs. Allston reported that there was a meeting on November 30, and that the gate access system was discussed. She also reported that DMA Reserves was selected to do the reserve study for the community, and that the Advisory Committees were approved as well as a contract with USA Pools of Delmarva for the indoor and outdoor pools. They also voted to modify the previously approved resolution directing the General Manager to move staff from the Administration building to Clubhouse one. The General Manager was authorized to exercise discretion as to if, where, and when to move staff from the Administrative building. The Noise Reduction fence between Mutual 13 and Georgia Avenue has been completed. Another meeting was held December 6 to review the plans for the proposed new Administrative building and the proposed renovation of the current Administrative building. There was another meeting on December 13 in which Board members voted to retain Warfel Construction Company to build a new Administration building with the Board of Directors and county approved plans. The General Manager was also directed to use a bank loan to finance the construction cost.
7. Insurance Report- Betsy Davis/ Paula Seebode- Ms. Davis stated that she spoke with Mr. Rice; an insurance advisor for Homeowners associations and Condominiums, regarding some concerns with Mutual 16 Master Membership insurance. The concerns include how high the premium was; the increased deductible of \$50,000, and that StarStone, the company on the Mutual's insurance certificate, had to be re-capitalized in November of 2020. A few members of the Board have been gathering all the required documents needed in order for Mr. Rice to be able to give Mutual 16 a proposal for an alternative insurance coverage to substitute the Master plan with Leisure World. All documents have been sent to him for his review, and he will provide more information after the Holidays.
8. Mutual 16 Committee Reports:
- a. M16 Newsletter- Chris Everett- Mr. Everett announced that he received lots of material for December's newsletter.
 - b. Maintenance-Jack Looney- Mr. Looney reported bids were received regarding the repairs of Florida room cracks at 15504 Prince Frederick and the house settling at 3408 Parker Creek. He also announced that two invoices are expected from J&M for completing the gutter cleaning, and another one from Johnson for repairing two broken hinges on the garage door at 15411 Prince Frederick Way.

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To approve a proposal from Taylor Enterprises to repair the Florida room cracks at 15504

Prince Frederick Way for a total amount not to exceed \$5900.00.

Resolution #61, 12/14/2021

To approve a proposal from Taylor Enterprises to repair the house settling at 3408 Parker Creek in the total amount of \$4,800.00 for one pier.

Resolution #62, 12/14/2021

- c. Mrs. Allston read part of a memo submitted by Julie Repeta outlining all the steps involved in the Potluck Holiday Party. The party was a great success and forty-six people attended.
- d. Park- Paula Seebode- Ms. Seebode reported that artificial flowers were put at the park to add color during this winter season. She also stated that during 2022, the committee will rely on donations from residents to plant flowers and decorate the park.

9. Landscape- Doug Allston- No report at this time.

10. Open Forum- Ms. Seebode stated that she was informed by Melissa Pelaez and Kelly Rivera that the Management and Operating Agreement must be signed and that a resolution approving the M&O is needed. Members of the Board expressed their concerns and disagreements regarding the M&O. Mr. Joe Halpin gave an update regarding popcorn ceilings and asbestos. He did more in depth research regarding this matter, and he reported that a few articles stated that if the ceiling is intact there is not a spread of asbestos. He also reported that his doctor was able to tell him that there is no indication of him being exposed to asbestos after looking at a CT scan. Mr. Everett stated that a few residents have asked whether the Mutual can come up with a name for Mutual 16, and it was decided that this will be discussed more in the upcoming year.

Upon motion duly made and seconded, the Mutual 16 Board of Directors agreed,

To sign and approve the 2022 Management and Operating Agreement as presented.

Resolution #63, 12/14/2021

11. Next Agenda Meeting – Agenda meeting will be held on 1/6/2022 at 1PM in Clubhouse 2.
12. Next BOD Meeting – The next Mutual 16 Board meeting will be held 1/12/2022 at 9:30 AM via Zoom.
13. Adjournment – The meeting was adjourned at 11:00 AM.



November 2021

November 17, 2021

General Manager's Report

Community Financials

For the period ending October 31, 2021, net operating expenses were \$64,100 under budget.

Year-to-date, net operating expenses were approximately \$128,300 under budget.

Property Transfers

In the month of October, there were 33 property transfers, which totaled \$151,400 in transfer fees.

Update: Gate Access Project

The alpha test group has restarted testing now that the new RFID readers have been installed. Testing at the Norbeck gate is working better than previously reported. The visitor management module has been consistently functioning as expected throughout the testing process. To prepare for utilization of the visitor management module, residents can view a tutorial at <https://community.dwellinglive.com/residents> to get a jump start on utilization of the website to manage guests. The roll out of the visitor management module will take place in conjunction with the community-wide gate access project roll out.

Comcast Office Status

The Comcast office located in Clubhouse I is open every Wednesday from 10am to 3pm. The office is closed for lunch from 12pm to 1pm. Management is in discussions with Comcast Management regarding the staffing of the office for the contracted 3 days per week. At this time, demand has been very low.

Admin Building Space Planning Report

The CPAC subcommittee continues to meet weekly with RLPS Architects on floor plan use options that meets staff programming requirements. The existing Admin Building has 30% less area than the new Admin Building as designed by RLPS who has met the design challenge with a workable solution. At the beginning of the space plan process, RLPS provided architectural programming services using staffing area calculations. Floor Plans for both options will be presented to the CPAC Advisory Committee and then to the LWCC for consideration. RLPS Architects will present the two design options.

2022 Replacement Reserve Study Report

No revisions have been made to the spreadsheet previously provided.

Upcoming Office Closures:

- **November 25—**
Thanksgiving Day
- **December 25—**
Christmas Day
- **January 1 —**
New Year's Day

HR Corner

In the month of October, there were 4 new hires and 5 terminations.

LWMC has the following open positions:

- Assistant Director, HR (HR)
- Maintenance Assistant (6C)
- Property Manager (20B)
- Sanitation Driver (PPD)
- Sanitation Helper (PPD)
- Special Police Officer (Security)

Reserve Study for Trust Property Contract Report

DMA Reserves LLC proposal was selected by the PPD AC Subcommittee as the best consultant for Reserve Study services. Concurrence of the proposal acceptance occurred at the PPD AC meeting on 11/16. DMA will be working with LWMC providing data information for their review and pending onsite elevation process beginning in early December.

Civil Engineering Services Contract Report

PPD Management continues to monitor the Gleneagles Drive culvert condition and replacement. O'Connell & Lawrence, civil engineers, will be providing design and construction oversight services. O&L provided LWMC a proposal for SWM condition and cost evaluation for replacement reserve purposes. A second proposal from Stantec Consulting for stormwater evaluation services is in the process of being obtained for comparison.

Project Status Updates

Clubhouse I Status Report

Montgomery County permits have finally been issued and groundbreaking occurred on Wednesday 11/16. Limits of Disturbance inspection and approval was granted by MC. Perimeter silt control fencing, and chain link security fencing will be installed next week. Demolition of existing site features will follow. Parking will be restricted near the construction area during daytime hours.

Admin Building – Construction Cost Update

Comparison report between development of the new RLPS designed building or renovation of the existing Admin building is being prepared for review at an upcoming LWCC Board working session – date to be determined.

Willson LLC (Showroom) Lease Extension

The Willson Showroom continues to provide quality kitchen and bathroom renovation services to Leisure World residents while completing their third year of operation after being outsourced from PPD. Brian Willson, tenant and owner, requested an earlier extension to his lease from a 5 plus 5 to a 3 plus 7 year arrangement in order to have assurances for a longer operational term needed to reduce risk of hiring additional staff. His operation has grown to 12 employees with three work crews due to increased work volume. His base rent has increased to \$55,000 annually and his percentage rent, based on sales over \$1 million, has decreased slightly for a fairer arrangement to maintain his business services.