

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

June 8, 2021

**Pursuant to notice previously given, a regular meeting of the Board of Directors
was held via ZOOM on Tuesday, June 8, 2021, at 9:30am.**

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

Directors Absent: Edwin Bradley, Treasurer

Management: Crystal Castillo, Assistant General Manager – Support Services; Cierra Coleman, Mutual Assistant

Visitors: Various unit owners

1. **Call to Order**- Mrs. Allston called the meeting to order at 9:30 am.
2. **General Manager’s Report** – Mrs. Castillo 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 April 13, 2021, meeting were approved as written.
5. **ABM/ Correspondences** –
 - a. **Correspondences** – None.
 - b. **ABM(s)** – Ms. Gilbride & Ms. Seebode submitted ABMs (Application for Building Modification) to install windows at 15403 Prince Fredrick Way & 15408 Prince Frederick Way Units# 97-A & 123-A. Upon motion duly made, the Board agreed:

To approve ABM requests from Ms. Gilbride and Ms. Seebode; 15403 Prince Frederick Way & 15408 Prince Fredrick Way (Units# 97-A & 123-A).

Resolution #7, 6/08/2021

Advisory Committees –

- c. **E&R committee** – Mr. Hortin reported that the upgrade of the Maryland Room in Clubhouse I will begin in July. He also reported that the art studio in Clubhouse I, if approved, will have some outside additions. The additions asked for include: an added sidewalk and entrance to the art studio and an enclosed patio seating area.
- d. **Golf** – Mr. Allston reported that the Leisure World Board of Directors approved funding of a 2-year renovation to the golf course. The cost is \$808,000. The renovation will help fix some of the drainage problems on the golf course by installing new sand traps throughout the golf course. The renovation will also help to reduce maintenance costs for the golf course.
- e. **Health** – Ms. Jones reported that committee discussed what the policies would be once Leisure World re-opens. The members of the committee suggested that Leisure World continue to go along with the County and CDC COVID-19 guidelines while re-opening the community. She also reported that MedStar’s Pharmacy is offering vaccinations to the public, 18 and older. Lastly, she

reported that the Budget and Finance committee appointed a task force to study the Social Service department.

- f. Landscape – No report at this time but, Ms. Davis will let the committee know that the art studio is asking to have a sidewalk added to the entrance.
- g. CPAC/ Technology/Strategic Planning –No report at this time.
- h. Tennis/ Pickleball – No report at this time.
- i. Security & Transportation – Mr. Geehreg reported that the new security gate arms are in place at all the entrances. They are still working on the technicalities of this project and new security employees are being trained as well. He will continue to update residents on the status of the project over time.
- j. Social – Ms. Seebode reported that there will be a gathering at the park on Friday, June 18th. There will not be a rain date. The social committee will hold a meeting to discuss the date of the Christmas Holiday party.
- k. LWBOD Meeting – Ms. Allston reported on the Leisure World Board meeting held on May 25th. Montgomery County passed a proposal which stated that Leisure World must have a replacement reserve study done for each of the trust properties and each mutual must have a reserve study done every 5 years. The Board passed a resolution to extend the food service contract for a 2-year period and eliminate the annual payment from the restaurant owner to Leisure World for 2022. The Board also agreed to lease a van for the community, the Board will discuss the logistics of this ruling at their next meeting. Lastly, the Board agreed to get updated pricing information for a new administration building instead of renovating the current administration building.

Invoices – Mrs. Allston reported the invoices for approval:

Upon motion duly made, the following resolutions were agreed:

To approve making payment to LWMC Physical Properties in the amount of \$63.75 for gutter cleaning at 15524 Prince Frederick Way Unit 118A.

General Resolution #8, 6/08/2021

To approve making payment to LWMC Physical Properties in the amount of \$170.00 for gutter cleaning at 15526 Prince Frederick Way Unit 118B.

General Resolution #9, 6/08/2021

ACTION WITHOUT A MEETING (AWM)

AWM– Upon motion duly made, the Board unanimously agreed,

To approve down payment to Handyman Jack in the amount of \$800.00 for refinishing of the garage doors at 3400 Parker Creek, Island Creek, Island Creek, Prince Frederick Way and Solomons Ct.

General Resolution #64, 6/01/2021

Investment Actions – None.

A. **M16 Newsletter**- No report at this time.

B. **Maintenance**- To accept the proposal from Handyman Jack in the amount for garage door repainting at 7 residencies: 3400 Parker Creek, 3408 Island Creek, 3406 Island Creek, 15517, 15504, and 15525 Prince Frederick Way and 3319 Solomons Ct. Cost not to exceed \$2,800.00.

General Resolution #10, 6/08/2021

- C. Park – Ms. Seebode reported that the committee is working on the watering problems. The Park Beautification Committee welcomes a new member, Bob Bridgeman. Lastly, the Park Beautification Committee has received some monetary donations which will help with buying more flowers, especially in the fall.**

- D. Landscape – Mr. Allston reported that he did a walkthrough with McFall and Berry and one alone. He requested bids on six trees that need to be removed due to safety issues and diseases. He also reported that McFall & Berry will not plant any trees for Mutual 16 this year due to the cicadas. Letters distributed to 8 residences needing landscape clean-up.**

- E. The Little Library – Ms. Seebode stated that the little library for Mutual 16 is full. She also mentioned, the library is “water-tight” and is ant resistant. She welcomed residents to come visit the library and grab some books!**

- F. Open Forum – Residents expressed questions and concerns both for and against the new regulation requiring HOAs to commission an outside reserve study every 5 years and fully fund it.**

Next Agenda Meeting- July 1, 2021, at 1:00 p.m. in Clubhouse II.

Next Meeting- July 13, 2021, at 9:30 a.m.

Adjournment- There being no additional business, the meeting was adjourned at 10:36 a.m.

Paula Seebode, Secretary