

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

December 8, 2020

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via telephone conference call on Tuesday, December 8, 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

Directors Absent: Paula Seebode, Secretary

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 November 10, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – Ms. Allston stated that she has two ABM's that require approvals. They are both for window replacements and were approved by PPD.

Upon motion duly made, the following resolution was agreed:

To approve the ABM for the replacement of three windows and one entry storm door at 3411 St. Leonards Court (Joyner) at the expense and maintenance of the unit owner.

General Resolution #32, 12/8/2020

To approve the ABM for the replacement of three windows at 15416 Prince Frederick Way (Heineman) at the expense and maintenance of the unit owner.

General Resolution #33, 12/8/2020

Advisory Committees –

- a. **Emergency Preparedness** – Mr. Hortin stated that the Fire and Safety webinar was presented and is available. A link to it will be sent to all Mutual residents for whom Ms. Allston has email addresses.
- b. **Golf** – Mr. Allston reported that the golf course generated over \$80,000.00 in revenue and is doing well.
- c. **Landscaping** – No report at this time.
- d. **CPAC/ Technology/ LW News/ Strategic Planning** – No report at this time.

- e. Tennis/ Pickleball – No report at this time.
- f. Security & Transportation – No report at this time.
- g. LWBOD Meeting – Ms. Allston stated that a summary of the meeting is in the LW News. The Board acknowledged the completion of the strategic plan survey. Applications for the Advisory Committees were approved. Approval of funding for a new handicapped accessible van was postponed.

6. Treasurer’s Report- Ed Bradley-

Invoices – Mr. Bradley presented the bills for December 2020.

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #184139 in the amount of \$118.50 to clean gutters at 3419 Island Creek Court, downspouts and drains.

Resolution #34, 12/8/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to Fred C. Johnson, Inc. invoice #62058 in the amount of \$683.00 for garage door replacement at 3302 Solomons Court.

Resolution #35, 12/18/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to J&M Construction invoice #1926 in the amount of \$2502.50 for power washing in the Mutual.

Resolution #36, 12/18/2020

Investments –

Upon motion duly made, the following resolution was agreed:

Resolved: The Board of Directors of Mutual 16 authorizes Leisure World Accounting to reinvest the entire balance of the Bank of Texas CD maturing on December 28, 2020 in a one-year CD at the best rate available.

Resolution #37, 12/8/2020

Year End Bills –

Upon motion duly made, the following resolution was agreed:

Resolved: The Mutual 16 Board of Directors authorizes Joan Allston or Ed Bradley to approve the payment of bills presented to the Mutual between this date and January 1, 2021, on condition that the bill is clearly the responsibility of the Mutual to pay.

Resolution #38, 12/8/2020

7. Mutual 16 Committee Reports

- A. M16 Newsletter- Ms. Allston has not heard from Mr. Everette to date regarding the upcoming newsletter.

B. Maintenance- Mr. Looney stated that he has received a proposal for cleaning all gutters and downspouts in the Mutual. The work will begin in the upcoming week. Mr. Allston mentioned that he has met three handymen that would be interested in offering services for resident minor household repairs. He also would appreciate feedback on performed services from residents.

C. Park–No report at this time

Upon motion duly made, the following resolution was agreed:

**To approve for Paula Seebode to receive an additional \$50.00 for the park beautification fund.
Resolution #39, 12/8/2020**

D. Landscape – No report at this time.

- 8. Applications for 2021 Advisory Committees- The applications were accepted by LWCC Board.**
- 9. The Little Library –**

Upon motion duly made, the following resolution was agreed:

To authorize payment of up to \$500.00 for construction and installation of a “Little Library” in the Park.

Resolution #40, 12/8/2020

- 10. Open Forum – No comments at this time.**

Next Agenda Meeting- January 7, 2020 at 1:00 pm in Clubhouse 2.

Next Meeting- Tuesday, January 12, 2020 9:30AM via ZOOM

- 11. Adjournment- There being no additional business, the meeting was adjourned at 10:00 am.**

Paula Seebode, Secretary

December 2020

December 15, 2020



General Manager's Report

Community Financials

For the period ending November 30, 2020, net operating expenses were \$7,900 over budget.

Year-to-date, net operating expenses were \$611,600 over budget.

Property Transfers

In the month of November, there were 36 property transfers which totaled \$165,000 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

At their meeting on 10/27, the LWCC Board approved retaining Warfel Construction as General Contractor for the project., as recommended by the LW Community Planning Advisory Committee. The LWCC Board will hold a special meeting on 12/18 to act on funding the project.

LWCC Board of Directors 2021 Organizational Meeting

The LWCC Board of Directors Organizational Meeting will be held on Friday, January 8, 2021 at 9:30am via Zoom.

LW Strategic Plan

The strategic plan report will be delivered to each resident. All questions/comments can be directed to strategicplan@lwmc.com.

HR Corner

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

LWMC has the following open positions:

- Appliance Mechanic — PPD
- Maintenance Technician — PPD/Special Projects
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD

Upcoming Office Closures:

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