

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
JULY 11, 2023

Pursuant to notice previously given, a regular meeting of the Board of Directors was held in the Rossmoor Room in Clubhouse II and via ZOOM on Tuesday, July 11, 2023, at 9:30 AM.

Directors Present: **Paula Seebode**, President; **Betsy Davis**, Vice President; **Ed Bradley**, Treasurer, **Chris Everett**, Secretary; **Doug Allston**, Director; **John Looney**, Director; **Marcia Laundry**, Director.

Management: **Robert Brunelle**, Senior Property Manager and **Stacey Carranza**, Administrative Assistant, Mutual Services.

Residents: **Kay Looney**, **Joe Halpin**, **Julie Repeta**, **Bob Hortin**, **Susan Wilcoxon**, **Judith Fernandes**, **Janet Gilbride** and **Alex Cox**

1. **Call to Order** – The meeting was called to order at 9:30 AM.
2. **Approval of Agenda for July 11, 2023 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for June 13, 2023 BOD meeting** – The minutes were approved as presented.
4. **President’s Report** – **Paula Seebode** reported during the month before the July meeting, four invoices were authorized for payment per Resolution #11: Highs Chimney deposit, Handyman Jacks garage door painting, PPD gutter and downspout cleaning at 15556 Prince Frederick Way and PPD broken downspout repair at 3425 St Leonards Ct. The Board approved ABM for door painting and disapproved power washing siding at 3408 Parker Creek. The Board discussed EV charging policy. Doug will revise slightly and present it at the next Board meeting.

■ **ABMs/AWMs & Correspondence (if any)** –

Upon motion duly made and seconded, with one abstention, The Mutual 16 Board of Directors agreed,

To approve publishing monthly regular meeting draft minutes with newsletter, with minutes to clearly state draft.

Resolution #20, 7/11/2023

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

To approve modified ABM for painting front door hunter green for 3408 Parker Creek Lane. The Board disapproved power washing siding.

Resolution #21, 7/11/2023

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

To approve waiving \$20 late fee for 3425 Saint Leonard’s Ct.

Resolution #22, 7/11/2023

5. **Vice President's Report – LW BOD Meeting Updates – Betsy Davis** reported the LW Board of Directors authorized the General Manager to sign a \$6.0 million loan for the construction of the new administration building. The interest on the loan is 5.89%. Construction of the new administration building continues and traffic patterns on LW Blvd. will change as utility cables and pipes are placed under the Blvd to the new building. Parking will be reduced in the current lot. LW is recruiting an attorney to fill a new position as in-house attorney for LWCC.

6. **Treasurer's Report – Ed Bradley** – No report.

a. **Bills to Consider** –

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

To approve making payment to J&M Construction Solutions LLC invoice #2233 dated 7/10/2023 for pressure washing siding affected with moss throughout the entire mutual in the amount of \$4,550.00.

Resolution #23, 7/11/2023

b. **Investments:**

c. **Delinquency Report** –

d. **Other – Reserve Study**

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

To accept the 2023 Reserve Study for Mutual 16.

Resolution #24, 7/11/2023

7. **Secretary's Report – Chris Everett** reported BOD Draft Meeting minutes will be circulated for corrections after they are received from Stacey. Any edits will need to be returned within 48 hours after they are distributed to those who submitted reports. Chris will coordinate with Paula to learn process for uploading materials to the M16 website.

8. **Community Report – Robert Brunelle** presented the community report for June 2023 as distributed and answered all questions and comments. Questions included asking about EV Policies.

9. **Mutual 16 Committee Reports:**

a. **M16 Maintenance – Jack Looney** reported the following:

- Power Washing of mold from Mutual house siding project was completed by J&M Construction Solutions by July 3, 2023. Invoice was received for \$4,550.00
- 15556 Prince Frederick Way owner reported that the rear gutter underground drainage was blocked at the gutter downspout. PPD cleared drains and checked the gutters and downspouts by July 1. Expect invoice.
- Chimney repair at 3301 Solomons Ct. by Highs Chimney Service was halted by lack of appropriate size brick. New brick has been received and project is scheduled to resume on Wednesday July 12, 2023.

- Proposal received and accepted from Handyman Jack for repair of 15504 Prince Frederick garage access door problem at a cost Not to Exceed \$285.00, also received a proposal for repair of the front brick walls mortar problem at a cost Not to Exceed \$450.00.
- Proposals to be requested from contractors for repair to the wall and soffit junction problem at 3400 Island Creek Ct. and for the brickwork mortar problem at 15526 Prince Frederick Way.

- b. M16 Landscape Report – Marcia Laundry & Betsy Davis** have volunteered to co-chair the landscape committee. They will apply Doug’s sage advice going forward. The Board accepted proposal #9085 from McFall and Berry to remove deadwood and sucker growth from selected trees and remove trees and stumps. The work will be completed in the coming months.

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

To approve McFall & Berry proposal #9085 for tree removal and cleanup throughout Mutual 16 in the amount of \$4,910.00, and to be paid upon completion of work once invoice is received.

Resolution #24, 7/11/2023

- c. M16 Newsletter Report** – Chris Everett reported that the newsletter will include BOD draft minutes clearly marked “DRAFT”
- d. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield:** The Social Committee reported that the successful June 23 “Happy Hour at the Rock” was moved to the Norbeck Room in Clubhouse II because of the stormy weather. We had 47 residents attend. The next social event will be the Pizza Party at the Rock on Wednesday, September 13, 2023.
- June Happy Hour
 - Welcome Packet
- e. M16 Rules/Bylaws – Marcia Laundry** reported the committee met on Friday, July 7, and recapped progress with the bylaws. We went over the communication from the attorney and decided to reinsert articles that had been removed. Members are working on the few articles that still need to be included. We revised several rules and assigned members to write several new rules.

10. Leisure World (LW) Advisory Committees

- a. LW Security & Transportation – Bob Hortin** – No report.
- b. LW Golf – Doug Allston** reported the golf course has 260 members, the most in at least 20 years with revenue up over \$25K. Rounds played year to date are over 1,000 more than last year. Revenue from daily greens fees are up over \$5K from last year. Golf course continues to do well.
- c. LW Health – Jeanne Jones** submitted her report to be included in the minutes: a concern has been raised that the outdoor pool may not be as clean as some would like since there is no outdoor shower so “showering before you go in” cannot be monitored. The people who use the outdoor pool are not concerned.
- d. LW Landscaping – Betsy Davis** – No report.

- e. **LW CPAC/Technology/Strategic Planning – Art Popper** – No report.
- f. **LW Insurance Advisory – Joan Allston** submitted her report to be included in the minutes: USI *estimated* that the high rises might have a 10% increase while the others may have *as much as a 30% increase*. These increases are because of market conditions not because of anything specific to LW. If Mutual 16 was still in this insurance pool, we would be paying more than twice what we are paying now.
- g. **LW BOD Meeting – Betsy Davis** please see above Vice President report for LW BOD Meeting updates.

10. Open Forum

- a. **Chris Everett** requested residents to please send photos for the newsletter.
- b. **Kay Looney** stated the Giant was robbed by young kids and nobody stopped them. Ms. Looney asked if anyone knew or had any additional information about the incident.

11. Next Agenda Meeting – The next agenda meeting will be held on 8/3/2023 at 1:00 PM.

12. Next BOD Meeting – The next BOD meeting will be on 8/8/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II.

13. Adjournment – The meeting was adjourned at 11: 13 AM.