

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

July 13, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, July 13, 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: Melissa Pelaez, Assistant General Manager – Mutual 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. Pelaez 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 June 08, 2021, meeting approved as written.
5. ABM/ Correspondences –
 - a. Correspondences – None.
 - b. ABM – Ms. Gilbride submitted an ABM (Application for Building Modification) to install a patio at 15403 Prince Fredrick Way. The ABM does not provide enough detailed information. Upon motion duly made, the Board agreed:

To disapprove the ABM request from Janet Gilbride at 15403 Prince Frederick Way and the owner can resubmit an ABM at any time.

Resolution #11, 7/13/2021

Advisory Committees –

- c. E&R committee – No report at this time.
- d. Golf – No report at this time.
- e. Health – Ms. Jones reported that the Social Service department received an accusatory questionnaire from the Budget and Finance committee to justify their duties. There was a meeting held between the committees shortly after. The Budget and Finance committee ensured the health committee that their objective is not to get rid of the Social Service department. Next, she listed cases that the Social Service Department is currently involved with. Lastly, Ms. Jones reported that anyone, 18 and over, can get the vaccine shot at the Medical Center.

- f. Landscape –Ms. Davis reported that the committee discussed weed control and the watering for new plants/trees in the community. The committee avoided planting a new tree due to the cicadas. Next month the committee will start planning for the fall.
- g. CPAC/ Technology/Strategic Planning – Mr. Popper reported that the CPAC committee discussed the FEP Projects. Next, he reported that the chairman of the Strategic Planning discussed the implementation of 400 new residencies in Leisure World and the financial impact that would have on Leisure World. Based off their pre-analysis, this could bring in a substantial amount of money to Leisure World. The committee will continue to research and study the pros and cons of this process.
- h. Tennis/ Pickleball – Ms. Berkholtz reported that there will be a proposal that the committee will forward to the Leisure World Board requesting the installation of additional cameras for the tennis courts. Committee members and players would like to see when the courts are dry before coming to play. Lastly, she reported that the committee continues to grow.
- i. Security & Transportation – Mr. Geehreg reported that the committee had to hold an emergency meeting to discuss what would happen if Security removed the staff at the Norbeck main gate. The main gate access project is slowly progressing, only 5 residents have the new decal now. Lastly, he reported that many residents have questions and concerns on the visitor/guest passes and how they will receive them with this new gate access project.
- j. LWBOD Meeting – Ms. Allston reported on the Leisure World Board meeting held on June 28th. The Board directed Leisure World management to purchase a permanent van for non-ambulatory residents. Next, she reported that the Board will postpone taking action on the contract for renovations at the Golf Course, the contract is under revision by lawyers. The Board finalized the deadline, October 15th, for mutuals to vote on the proposed Resales increase. Lastly, she reported that the Board rejected a resolution to ban all smoking in all mutuals. The Board also rejected a resolution to ban all smoking in trust properties.

Invoices – Mrs. Allston reported the invoices for approval:

Upon motions duly made, the following resolutions were agreed:

To approve making payment to LWMC Physical Properties in the amount of \$191.25 for clearing the underground drainpipe at 15548 Prince Frederick Way Unit 116B.

General Resolution #12 7/13/2021

To approve making payment to J and M Construction Solutions LLC in the amount of \$175.00 for garage door repairs at 15403 Prince Frederick Way and 3404 Island Creek.

General Resolution #13 7/13/2021

To approve making payment to J and M Construction Solutions LLC in the amount of \$175.00 for pressure washing bad spots at 15408 Prince Frederick Way and 3412 Island Creek.

General Resolution #14, 7/13/2021

Investment Actions – Upon motion duly made the Board agreed,

The Mutual 16 Board of Directors hereby authorizes Leisure World Accounting to reinvest the total balance of the funds from the Bank of OZK CD which matured on July 11, 2021, in a 12-month CD on the best terms available.

Resolution 15, 7/13/2021

Treasurer's recommendations: "It would greatly help expedite the structuring of the 2022 budget if the Board approves at this meeting the increase in the funding of the General Replacement Reserve to \$94,700, an increase of \$14,700, as presumably mandated by the new reserve law. This is not indicative of what will be required in future years. The 2023 increase will be \$2,000. The 2022 proposed increase is a catch-up measure.

In addition, the budget process would be expedited if the Board also approves the increase in the annual funding of the Roof Reserve by \$1,500; and further approves movement of \$5,000 from Prior Years Surplus to the Roof Reserve in order to bring the balance in that reserve up to the amount projected in the Study. This transfer of funds is proposed in order to avoid a one-time condo fee increase of about \$4.65 in order to build up the roof reserve balance."

General Replacement Reserve – Upon motion duly made, the Board agreed,

To approve the increase in the funding of the General Replacement Reserve to \$94,700, an increase of \$14,700, as presumably mandated by the new reserve law.

Resolution #16, 7/13/2021

To approve a 2022 increase in the annual funding of the Roof Reserve by \$1,500; and further to approve movement of \$5,000 from Prior Years Surplus to the Roof Reserve to bring the balance in that reserve up to the amount projected in the 2020 Reserve Study.

Resolution #17, 7/13/2021

- A. M16 Newsletter – Chris Everett asked the Board members and residents to give him any additions they may have for the newsletter. Ms. Seebode suggested that Mutual rules and processes, such as the ABM process, be put into the newsletter for residents who may not know or remember certain information.
- B. Maintenance – Upon motion duly made, the Board agreed,

To accept the proposal from McFall and Berry for repair of retaining the wall adjacent to 3319 Solomons Ct.

Resolution #18, 7/13/2021

- C. Social – Mrs. Allston reported that the Post Covid Celebration at the Park was a success; also that the holiday party will be held on December 4th at Clubhouse II in the Activity Room. Time TBD.
- D. Park – Ms. Seebode reported that a big limb fell due to a thunderstorm and that Doug Allston and McFall and Berry were quick to respond to clean-up. Weeding is needed at the park. It will be done once the weather cools down.

- E. Landscape – Mr. Allston reported that McFall and Berry is completing the tree removal project that was approved a few months ago.
- F. The Little Library – Mrs. Allston congratulated Ms. Seebode on the success of the Little Library. Ms. Seebode welcomed residents to bring new books to rotate older books out of the library. Some books in the little library have been there since the library first opened. Ms. Seebode invited residents to continue to bring and grab books!
- G. Open Forum – None at this time.

Next Agenda Meeting- August 5, 2021, at 1:00 p.m. in Clubhouse II.

Next Meeting- August 10, 2021, at 9:30 a.m. – Location TBD

Adjournment- There being no additional business, the meeting was adjourned at 10:41 a.m.

Paula Seebode, Secretary

July 2021

July 13, 2021



General Manager's Report

Community Financials

For the period ending June 30, 2021, net operating expenses were \$12,700 under budget.

Year-to-date, net operating expenses were approximately \$27,500 under budget.

Property Transfers

In the month of June, there were 66 property transfers, which totaled \$322,000 in transfer fees.

2022 Budget Preparation

Management has provided draft operating budgets to relevant advisory committees for approval in the month of July.

Clubhouse I Site Plan Amendment Update

The LWCC Board approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Updates are as follows:

1. Montgomery County building permit approvals are in process
2. Clubhouse I construction improvements are scheduled to start at the end of July with completion in late fall (October/early November)
3. During construction, access to the restaurants and outdoor pool will be limited to the main Clubhouse I entrance and the Maryland Room will be closed

Update: Gate Access Project

The alpha test group of 15 residents has begun testing the system and the beta test group of 105 residents will begin testing in August. Once testing has been completed, the Security Department will proceed with rolling out the new RFID/Visitor Access system community-wide.

Insurance Policy Renewal

Leisure World's master insurance policy expires on July 31, 2021 and the insurance broker is actively pursuing bids for policy year 8/1/21 to 7/31/22. Information will be provided once available.

HR Corner

In the month of June, there were 5 new hires and 2 terminations.

LWMC has the following open positions:

- Appliance Mechanic (PPD)
- Clubhouse Operations Asst (E&R)
- Customer Service Manager (PPD)
- Evening Maintenance Technician (PPD)
- Evening/Weekend Clubhouse Asst (E&R)
- Golf Course Technician (Golf)
- Maintenance Technician (M20A)
- Plumbing Supervisor (PPD)
- Plumber (PPD)
- Sanitation Driver (PPD)
- Security Guard (Security)
- Special Police Officer (Security)