

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

August 10th, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, August 10th, 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 – Mutual Services; Monica Tejada, Administrative 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. Clarification on Handy Man Jack AWM approval will be for \$2,000 on 7/19/2021.
4. Approval of Board Meeting Minutes – The minutes from the July 13th, 2021, meeting approved as written.
5. Actions without a meeting: Resolutions #19 and #20 were approved on July 19, 2021 to pay Handyman Jack \$400.00 for drain pipe cleanout and regrading (15412 Prince Frederick Way) and \$2,000.00 for refinishing 7 garage doors.
6. 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. Upon motion duly made, a majority of the Board agreed:

To disapprove the ABM request as written from Janet Gilbride at 15403 Prince Frederick Way and the owner can resubmit an ABM at any time. A majority of the Board members recommended that a patio 5’ x 5’ with shrubs instead of 5’ x 10’ with shrubs might be more likely to be approved.

Resolution #20b, 8/10/2021

7. Advisory Committees –

- a. E&R committee – No August meeting.
- b. Golf – No report at this time.
- c. Health – Ms. Jones reported that there are now two nurses who draw blood in the mornings at MedStar which should speed up the process. Covid shots are still being offered to residents. Social workers will receive an award for their outstanding service from the governor.
- d. Landscape – Ms. Davis informed the mutual that Landscape meets the Thursday after M16 board meetings.
- e. CPAC/ Technology/Strategic Planning – Mr. Popper reported that CPAC is requesting ideas for big future Trust projects (ex: auditorium and pool). Technology: concerned about the security for resident's website. SP: the committee is actively working to get a second vehicle charging station. It will possibly be installed at Clubhouse 2 parking lot; increase of resale fee to 3% is imperative for future of LW.
- f. Tennis/ Pickleball – Ms. Berkholtz reported that the committee requested that cameras be installed to check weather conditions. E&R and Technology were asked about their input on camera installations.
- g. Security & Transportation – Mr. Geehreg reported gate access at Norbeck Road is currently under revision.???
- h. LWBOD Meeting – Ms. Allston reported that she has received no word on her inclusion in the gate access testing.
Insurance renewal – coverage for betterments and improvements will not be provided this year.
Reserve study (RFP) will be drafted by LW Trust and PPDAC will include for the scope of work. Comcast has increased price by \$1.75 per unit effective January 2022. Mutual 13 fence will be done by the State. Juneteenth is officially recognized as a Federal Holiday. General Manager's expense fund was approved.

8. Treasurer's Report –

- a. Invoices – Mrs. Allston reported the invoices for approval:

To approve LWMC invoice #195671 in the amount of \$297.50 for cleaning gutters and downspout; opened underground drainage at 15412 Prince Frederick Way

Resolution #21, 8/10/2021

To approve LWMC invoice #195669 in the amount of \$297.50 for cleaning gutters and downspout; opened underground drainage at 3423 Island Creek Ct.

Resolution #22, 8/10/2021

To approve LWMC invoice #194437 in the amount of \$318.86 for cleaning gutters and downspout; opened underground drainage and cleared patio downspout at 15500 Prince Frederick Way.

Resolution #23, 8/10/2021

To approve LWMC invoice #195159 in the amount of \$307.68 for sewer stoppage; gave root destroyer to resident to put down the toilet at night at 3408 Parker Creek Lane.

Resolution #24, 8/10/2021

To approve J and M Construction Solutions LLC invoice #2022 in the amount of \$800.00 to remove siding and sheath wall with plywood.

Resolution #24a, 08/10/2021

To approve LWMC invoice #195938 in the amount of \$106.25 for clearing gutters downspouts and underground drainage at 3421 Island Creek Ct.

Resolution #25, 08/10/2021

Insurance Premium Increase – A report will be available at the next board meeting.

9. Mutual 16 Committee Reports

- a. M16 Newsletter – There was no report. Please send newsletter material to Chris.
- b. Maintenance – Some projects were completed; gutter issues are being handled by PPD; stonework estimate from Pipe & Stone has been received, but other bids will be considered. Master Plumber was recommended as a source for the work on plumbing issues at 3408 Parker Creek. They will be scheduling an evaluation.
- c. Social – Holiday Party is scheduled for Saturday, December 4, 2021.
 - a. Resolved, Mutual 16 approves giving Julie Repeta \$250 for the holiday party.

Resolution #24b, 08/10/2021

- d. Park – The park was weeded, the committee is currently waiting to purchase and plant chrysanthemums
- e. Landscape – Mr. Allston reported that letters were sent out to residents and four of five residents corrected the problems
- f. The Little Library – There was no report.

10. Open Forum – No comments from residents at this time

11. Next Meeting – September 14, 2021, at 9:30 a.m.

12. Adjournment – There being no additional business, the meeting was adjourned at 10:59 a.m.

Paula Seebode, Secretary



**Handyman Jack Repairs
and Renovations
Invoice**

6/30/2021

Rossmoor Mutual 16 Board
c/o John Looney
15553 Prince Frederick Way
Silver Spring, MD 20906

Mutual # 16 Amount \$ 2,000.00
Res. # 19, 7/19/2021 Date 7/20/2021
Funds _____ Approved JK
Paid _____ Check # _____

Refinishing of garage doors

- 3400 Parker Creek
- 3408 Island Creek
- 3406 Island Creek
- 15517 Prince Frederick
- 15504 Prince Frederick
- 15525 Prince Frederick
- 3319 Solomons Ct

Balance Due and Payable upon receipt:

\$2000.00

Payment may be made via Paypal (advkent@gmail.com) or

Venmo (3013858866) or check payable to John Kent

Please call @ 301-385-8866 if you have any questions.

Thank you for your business!

MINUTES OF AN ACTION WITHOUT A MEETING
OF THE BOARD OF DIRECTORS MUTUAL 16
CONDOMINIUM OF ROSSMOOR, INC.

July 19, 2021

The undersigned being the Directors of the Council of unit Owners of Condominium of Rossmoor, Inc. hereby exercise the powers residing by law in the Directors of said Corporation as follows:

1. All actions taken herein are taken by written consent of the Board of Directors of the Corporation without a meeting as authorized by the provisions of Section 14, Article V of the bylaws duly adopted by this Corporation.
2. The following resolution is hereby adopted:

To approve payment to Handyman Jack in the amount of \$2,000.00 for refinishing the garage doors at 3400 Parker Creek, 3408 Island Creek, 3406 Island Creek, 15517 Prince Frederick, 15504 Prince Frederick, 15525 Prince Frederick, 3319 Solomons Ct as indicated on the invoice.

Resolution 19, 7/19/2021

To approve payment to Handyman Jack in the amount of \$400.00 for drainpipe cleanout, regrade and clean out install and the proposal price as indicated on the invoice.

Resolution 20, 7/19/2021

Email attached
Joan Allston, President

Email attached
Bob Hortin, Vice President

Email attached
Paula Seebode, Secretary

Email attached
Ed Bradley, Treasurer

Email attached
Doug Allston, Director

Email attached
John Looney, Director

Email attached
Betty Davis, Director

Cierra Coleman

From: Joan Allston <jallston1@aol.com>
Sent: Tuesday, July 20, 2021 8:45 AM
To: betsytdavis1@gmail.com, dkallston@gmail.com, edsubrad@aol.com, hordin6@aol.com, jlooney007@comcast.net, paulas330@aol.com
Cc: Cierra Coleman
Subject: Re

Follow Up Flag: Follow up
Flag Status: Flagged

Joan Allston approved

I approve!
So I think it was approved by everyone!
Thanks!

-----Original Message-----

From: Joan Allston <jallston1@aol.com>
To: betsytdavis1@gmail.com <betsytdavis1@gmail.com>, dkallston@gmail.com <dkallston@gmail.com>, edsubrad@aol.com <edsubrad@aol.com>, hordin6@aol.com <hordin6@aol.com>, jlooney007@comcast.net <jlooney007@comcast.net>, paulas330@aol.com <paulas330@aol.com>
Cc: Joan Allston <jallston1@aol.com>, ccoleman@lwmc.com <ccoleman@lwmc.com>
Sent: Mon, Jul 19, 2021 3:21 pm

As I have explained before ALL the members of the BOD need to approve and return to me and to Cierra as soon as possible

Feel free to call me should you have any questions
Thanks in advance
Joan
Reply Reply All Forward

Cierra Coleman

From: Robert Hortin <hortin6@aol.com>
Sent: Monday, July 19, 2021 4:47 PM
To: Joan Allston; betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; j.looney007@comcast.net; paulas330@aol.com
Cc: Joan Allston; Cierra Coleman
Subject: Re

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Flag Status: Flagged

Bob Hortin approved

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I approve.

Bob Hortin

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From: Joan Allston <jallston1@aol.com>
To: betsytdavis1@gmail.com <betsytdavis1@gmail.com>; dkallston@gmail.com <dkallston@gmail.com>; edsubrad@aol.com <edsubrad@aol.com>; hortin6@aol.com <hortin6@aol.com>; j.looney007@comcast.net <j.looney007@comcast.net>; paulas330@aol.com <paulas330@aol.com>
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From: paulas330 <paulas330@aol.com>
Sent: Monday, July 19, 2021 3:59 PM
To: Joan Allston
Cc: betsytdavis1@gmail.com, dkallston@gmail.com, edsbrad@aol.com, hortin6@aol.com, jlooney007@comcast.net; Cierra Coleman
Subject: Re

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Paula Seebaste approved

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I approve these two resolutions. I need Cierra to send me a copy of the AWM from and the emails approving it. I will be glad to take the form around for signatures if that is easier. Paula

On Jul 19, 2021, at 3:21 PM, Joan Allston <jallston1@aol.com> wrote

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Thanks in advance
Joan
Reply Reply All Forward
<Handyman Jack AWM 2 Invoices Gilbride and painting..pdf>

Cierra Coleman

From: edsוברад@aol.com
Sent: Monday, July 19, 2021 3:56 PM
To: Joan Allston, betsytdavis1@gmail.com, dkaliston@gmail.com, hortin6@aol.com, j.looney007@comcast.net, paulas330@aol.com
Cc: Joan Allston, Cierra Coleman
Subject: Re

Follow Up Flag: Follow up
Flag Status: Flagged

Ed Bradley approved

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approve

-----Original Message-----

From: Joan Allston <jaliston1@aol.com>
To: betsytdavis1@gmail.com <betsytdavis1@gmail.com>, dkaliston@gmail.com <dkaliston@gmail.com>, edsוברад@aol.com <edsוברад@aol.com>, hortin6@aol.com <hortin6@aol.com>, j.looney007@comcast.net <j.looney007@comcast.net>, paulas330@aol.com <paulas330@aol.com>
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Joan
Reply Reply All Forward

Cierra Coleman

From: Doug Allston <dallston@gmail.com>
Sent: Monday, July 19, 2021 3:23 PM
To: Joan Allston; Cierra Coleman; Ed Bradley
Subject: Re:

Follow Up Flag: Follow up
Flag Status: Flagged

Doug Allston approved

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Approve both bills

Doug Allston

On Mon, Jul 19, 2021 at 3:21 PM Joan Allston <jalston1@aol.com> wrote:

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Feel free to call me should you have any questions

Thanks in advance

Joan

Reply Reply All Forward

Cierra Coleman

From: jlooney007@comcast.net
Sent: Tuesday, July 20, 2021 8:16 AM
To: Joan Allston <betsytdavis1@gmail.com>; dkallston@gmail.com; edsbrad@aol.com; horten6@aol.com; paulas330@aol.com
Cc: Cierra Coleman
Subject: Re

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John Looney approved

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I approve these two resolutions

John R. Looney

On 07/19/2021 9:21 PM Joan Allston <jallston1@aol.com> wrote:

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Thanks in advance

Joan

Reply Reply All Forward

Cierra Coleman

From: Betsy Davis <betsytdavis1@gmail.com>
Sent: Monday, July 19, 2021 4:17 PM
To: Joan Allston
Cc: Cierra Coleman <dkallston@gmail.com>, edsubrad@aol.com, hortin6@aol.com, j.looney007@comcast.net, paulas330@aol.com
Subject: Re

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Betsy Davis approved

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Ok, thanks. I approve

On Mon, Jul 19, 2021 at 4:02 PM Joan Allston <jallston1@aol.com> wrote:
Remember what I said ALL members of the BOD have to sign. Since Ed is out of town we have to do it this way!!!!

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To: Joan Allston <jallston1@aol.com>
Cc: betsytdavis1@gmail.com <betsytdavis1@gmail.com>, dkallston@gmail.com <dkallston@gmail.com>, edsubrad@aol.com <edsubrad@aol.com>, hortin6@aol.com <hortin6@aol.com>, j.looney007@comcast.net <j.looney007@comcast.net>, ccoleman@lwmc.com <ccoleman@lwmc.com>
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**Handyman Jack Repairs
and Renovations
Invoice**

7/16/2021

Mutual 16 Board
c/o Doug Alston
15519 Prince Frederick Way
Silver Spring, MD 20906

Drainpipe cleanout, regrade and clean out install \$400.00

Materials:

Included in proposal price

Net Due and Payable upon receipt: \$400.00

Payment may be made via Paypal (advkent@gmail.com) or Venmo (3013858866) or check payable to John Kent at the address below.

Please call 301-385-8866 if you have any questions.

Thank you for your business!

Mutual # 16 Amount \$ 400.00
Res. # 20, 7/19/2021 Date 7/20/2021
Funds _____ Approved [Signature]
Paid _____ Check # _____

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OF THE BOARD OF DIRECTORS MUTUAL 16
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Email attached
John Looney, Director

Email attached
Betty Davis, Director

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Reply Reply All Forward

Cierra Coleman

From: Robert Horton <hortin6@aol.com>
Sent: Monday, July 19, 2021 4:47 PM
To: Joan Allston <betsytdavis1@gmail.com>, dkallston@gmail.com, edsbrad@aol.com, jlooney007@comcast.net, paulas330@aol.com
Cc: Joan Allston, Cierra Coleman
Subject: Re

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Bob Horton approved

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I approve.

Bob Horton

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From: Joan Allston <jallston1@aol.com>
To: betsytdavis1@gmail.com <betsytdavis1@gmail.com>, dkallston@gmail.com <dkallston@gmail.com>, edsbrad@aol.com <edsbrad@aol.com>, hortin6@aol.com <hortin6@aol.com>, jlooney007@comcast.net <jlooney007@comcast.net>, paulas330@aol.com <paulas330@aol.com>
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From: paula330 - 150745330@aol.com
Sent: Monday, July 19, 2021, 1:59 PM
To: Joan Allston
Cc: betsytdavis1@gmail.com; dkaliston@gmail.com; eds@brad@aol.com; hortinb@aol.com; jlooney007@comcast.net; Cierra Coleman
Subject: Re:

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Paula Seebate approved

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Cc: Joan Allston; Cierra Coleman
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Ed Bradley approved

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approve

-----Original Message-----

From: Joan Allston <jallston1@aol.com>
To: betsytdavis1@gmail.com <betsytdavis1@gmail.com>; dkalston@gmail.com <dkalston@gmail.com>; edsubrad@aol.com <edsubrad@aol.com>; hortin6@aol.com <hortin6@aol.com>; j.looney007@comcast.net <j.looney007@comcast.net>; paulas330@aol.com <paulas330@aol.com>
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Cierra Coleman

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To: Joan Allston, Cierra Coleman, Ed Bradley,
Subject: Re

Follow Up Flag: Follow up
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Doug Allston approved

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Approve both bills

Doug Allston

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Reply Reply All Forward

Cierra Coleman

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Sent: Tuesday, July 20, 2021 8:16 AM
To: Joan Allston <jetsytdavis1@gmail.com>; dkalinton@gmail.com; edsbrad@aol.com; hortm@t@aol.com; paulas330@aol.com
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John Looney approved

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