

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
AUGUST 8, 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, August 8, 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**, **Julie Repeta**, **Dee Berkholtz**, **Jean Schaible**, **Virginia Rehbehn**, **Jeannie Jones**, **Rhonda Finehout**, and **Art Popper**

1. **Call to Order** – The meeting was called to order at 9:34 AM.
2. **Approval of Agenda for August 8, 2023 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for July 11, 2023 BOD meeting** – The minutes were approved as presented.
4. **President’s Report – Paula Seebode**

■ **AWM: CCOC Invoice** –

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

To approve payment for Montgomery County DHCA Invoice #202416485 for CCOC association fee in the amount of \$617.50.

Resolution #25, 7/19/2023

The AWM was completed and submitted for payment on 7/28/2023.

■ **ABM Approval: 3400 Island Creek Court**

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

To approve ABM for planting a Japanese Maple tree in the common area in front of 3400 Island Creek Court.

Resolution #26, 8/8/2023

- **Power Outage:** Ms. Seebode and the Board briefly discussed the power outages. Kudos to Besty, Marcia, and Chris for their contributions during the emergency.
- **EV Charging Rule-** A final copy of the proposed EV Charging Rule was given to each Board member. Ms. Seebode stated a mailing will be sent out to all owners to include the new EV Charging Rule and allow a 30-day review and contact period.

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

Approved the final proposed EV Charging Rule and further resolved to mail the proposed Electric Vehicle charging rule to unit owners for input.

Resolution #27, 8/8/2023

5. Vice President's Report –

■ LW BOD Meeting Updates- Betsy Davis

6. Treasurer's Report – Ed Bradley reported a surplus of \$14,786.00 resulted from June operations. However, the YTD surplus is \$675.00. Property Insurance was over budget but will close at year's end about \$3,000.00 under budget. Although Community Facilities (Mutual 16 share of the LW Administration, security, the TV-computer bulk contract, etc.) shows slightly under budget experience strongly suggests that it will close out a few thousands over budget. LW contractual-related line items also are shown as under budget but also are likely to end the year over budget. The electrical expenses were under budget in June by \$9,000.00, reducing the YTD over-budget number to \$21,000.00. The unpredictable weather dependent electric expense for the rest of 2023 will largely determine the shape of the bottom line as of 12/31/2023.

a. Bills – There were no bills.

b. Investments: A \$60,000.00 CD at 4.5%, maturing in 2028, was acquired by Morgan Stanley for the Roof Reserve.

c. 2024 Budget: Approval of a tentative budget for mailing to the unit owner for comments may be ready for the Board to act on at the September 12 meeting, but more likely it will be the October 10th meeting. That will be more than 30 days before the November 14th meeting so the 30-day window required by the bylaws will be met if budget approval proceeds on that schedule.

The major budget components that are known quantities at this time are as follows:

Insurance expenses will be budgeted at a 20% increase over 2023, at the recommendation of Mutual's insurance agent, compelling a \$13.50 increase in the monthly condo fee.

The new statutorily mandated Reserve Study recommends an increase in the amounts to be added to the Mutual's reserves in 2024, which will entail an increase in the condo fee of \$15.00.

As the two largest components of the budget:

Community Facilities (as assessed by LW): Experience strongly suggests that this component will increase by the same percentage that it did last year. That would mean a condo fee increase of \$20.50.

Electrical Expense: As mentioned above, electrical expense at the end of June was \$21,000.00 over budget. LW is currently in the throes of a spiking in the electrical expense. The 2023 electric budget was increased by 50% over 2022. Weather-dependent electric expense for the rest of 2023 obviously involves a wide margin of variability. No dependable guide exists for a prognostication of the next year's expense. It will not be a surprise if the amount of Board budgets constitutes an increase over the 2023 budgeted electrical expense causing a consequent condo fee increase.

7. Secretary's Report – Chris Everett reported all LW Mgmt emails have been forwarded to residents.

8. Community Report – Robert Brunelle presented the community report for July 2023 as distributed and answered all questions and comments.

9. Mutual 16 Committee Reports:

a. M16 Maintenance – Jack Looney reported the following:

1. Welch Chimney repair completed by High's Chimney for a total cost of \$4042.48.
2. Fajnor Garage side door replacement completed by J. Kent, Handyman Jack. For a total cost of \$285.00
3. Brick work on the front of the Lin residence was completed by J. Kent for a total cost of \$450.00.
4. Termite control at the Wilcoxon residence was completed by Pest Now for a total cost of \$585.00.
5. Hughes reported bees swarming around front walk of residence. Pest Now will check if they are Carpenter Bees, handle accordingly.
6. Clearance of the Abramson underground drain blockage and gutter and drain cleaning was scheduled by PPD W.O. 2416333 and has been completed. Cost = \$213.75.
7. I have received requests for checking ceiling stains at the Gilmore residence which may be a sign of ceiling or air conditioner leakage.
8. Kent has committed to providing a proposal for repair of brick work at the Wilcoxon, Heineman and Laundry residences.

We are currently working on arrangements for a Maintenance Inspection of Mutual 16 which will provide us with a presentation on the condition of Mutual 16 Common Area and an itemization of what is required to keep our Mutual in good condition.

- ### b. M16 Landscape Report – Marcia Laundy & Betsy Davis reported the Landscaping Committee will do another walk through in September and also check the back of homes. A letter was in the last newsletter giving residents a “heads-up” about weeds, dead bushes, and bushes in need of trimming. Payment has been held off for tree trimming that has not been completed. McFall and Berry did trim the weeds under the Holly on St. Leonard's Ct.

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

To approve McFall & Berry invoice #222331 for 1 application of Fiesta and 1 spot treatment of Fiesta in the amount of \$3,288.00.

Resolution #27, 8/8/2023

- ### c. M16 Newsletter Report – Chris Everett asked for more photos and other content from Mutual 16 residents
- ### d. M16 Social & Welcome Report- Kay Looney and Diane Rosenfield: The Social Committee reported the Pizza Party at the Rock on Wednesday, September 13, 2023.

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

To approve reimbursement to Sunshine Lady, **Melinda Proctor**, for stamps and cards in the amount of \$50.00.

Resolution #28, 8/8/2023

- ### d. M16 Rules/Bylaws – Marcia Laundy reported the committee will meet on Friday August 11th at 1:00pm. During the meeting today, the new proposed rule about charging electric vehicles was discussed. This will be given to residents for comment and discussion before we continue the process of adding it to the rules.

10. Leisure World (LW) Advisory Committees

- a. **LW Security & Transportation – Bob Hortin** submitted his report to be included in the minutes: A note in minutes from the July STAC meeting indicates that following a study of the traffic at the Main Gate, a decision has been reached to NOT eliminate the “cut thru” from Leisure World Plaza. If you recall, there had been an accident some time ago that involved a couple of cars at that point and consideration was given following that incident to eliminate the cut thru that allows cars exiting the Place and reentering Leisure World at the Main Gate.
- b. **LW Golf – Doug Allston** reported there is a record number of memberships, rounds played and revenue.
- c. **LW Health – Jeanne Jones.**
- d. **LW Landscaping – Betsy Davis** reported during their last meeting the committee discussed an upcoming new Landscaping Contract. A recommendation has been made and has to go before the Board and General Manager.
- e. **LW CPAC/Technology/Strategic Planning – Art Popper** reported that not much is going on with LW CPAC and Technology Committee. Mr. Popper stated the Strategic Planning Committee meets regularly and are planning on doing an evaluation of what each Committee is doing. Mr. Popper stated not agreeing with the process, as all they are doing is asking each Chair the effectiveness of their committee. Mr. Popper suggested the evaluation should include asking members of the Committee as well.
- f. **LW Insurance Advisory – Joan Allston** submitted her report to be included in the minutes: The Insurance Advisory Committee met on July 24th just ahead of the 8-1 renewal. Not all renewal figures were in at that time so the committee passed a NTE (not to exceed) resolution so coverage can be bound. The broker was working on moving coverage for Mutual 19A and 19B and also Mutual 14 to a more standard company. Subsequently I have received notice that Mutual 14, 19A and 19B have been moved to Greater New York at substantial savings. Montgomery Mutual will still have to remain with what I refer to as an “assigned risk” company because they aluminum wiring. I thought it was strange that the broker was considering moving the coverage for 18B since they had large fires loss than 3 years ago but was told the loss was less than anticipated (4mill vs 8mill). That is good news for those people, but I still thought it was strange. I do not anticipate any other meeting of the advisory committee in the near future. If they do not agree to work with more than this one broker, I see no need to stay on the committee next year. The General Manager loves this broker and told me that he sees no need to work with another broker. Brokers work with different companies and so I disagree with him.
- g. **LW BOD Meeting – Betsy Davis** please see above Vice President report for LW BOD Meeting updates.

10. Open Forum

11. Next Agenda Meeting – The next agenda meeting will be held on 9/7/2023 at 1:00 PM.

12. Next BOD Meeting – The next BOD meeting will be held on 9/12/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.

13. Adjournment – The meeting was adjourned at 11:00 AM.