

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

March 9, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via telephone conference call on Tuesday, February 9, 2021 at 9:30am.

Directors Present: Joan Allston, President; Jeanie Jones, Vice President; Doug Allston, Director; Jack Looney, Director; Bob Hortin, Director; Paula Seebode, Secretary

Directors Absent: Edwin Bradley, Treasurer

Management: Kevin Flannery, General Manager; Cierra Coleman, Mutual Assistant; 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 February 9, 2021 meeting were approved, as written.
5. **ABM/ Correspondences** – None.

Advisory Committees –

- a. **E&R committee** – No report at this time.
- b. **Golf** – Mr. Allston reported that the residents are pleased to have the greenskeeper, Frank McGlauchlin, back working at the Golf Course. He finished the report by discussing the drainage work that is being done on the golf course.
- c. **Health** – Ms. Jones reported that residents seem to be pleased with the services regarding the vaccination program at the Medical Center in Leisure World. The Committee has been working hard to help residents who may not have internet access, register to get vaccinated. The committee has also offered to give residents rides when necessary. The dermatologist is leaving the Medical Center. A nurse practitioner in the field of endocrinology has joined the staff. The pharmacy is still delivering for free. Lastly, she reported that several Hi-Rises are discussing “Smoke-Free” policies for their buildings.
- d. **Landscape** – No report at this time but Mr. Allston will ask when yard debris pickup will resume.
- e. **CPAC/ Technology/Strategic Planning** –Mr. Popper reported that the Committee discussed adding new units to Leisure World. They will study the feasibility of placing new units on top of the Administration building or the Medstar building. The committee also discussed the possible financing of this project. The Strategic Planning Committee will be working with the CPAC committee to construct a detailed financial analysis to see if adding new units to Leisure World is beneficial to residents. The committee continues to explore adding electric vehicle charging stations. A basic timeline of the planning will be completed by the June Board meeting. He stated that the committee is currently meeting every two weeks and has recently accepted new experienced members.

- f. **Tennis/ Pickleball** – Ms. Berkholtz reported that the pickleball club is continuing to grow especially since the weather is nicer, 5 to 7 new members every month! There may be issues as summer approaches because there may be too many people who'd like to join and not enough space.
- g. **Security & Transportation** – Mr. Geehreng reported that the gate access is slowly progressing; however, there has been progress in the installation of gate arms. The Norbeck entrance now has new gate arms and many residents have seem to be pleased so far. Dave Merritt has been making a presentation at several mutuals giving updates on projects discussed at the Security & Transportation meetings.
- h. **LWBOD Meeting** – Ms. Allston reported that the Board passed the following resolutions: The Board passed a motion to authorize the chair to contract for parliamentary services. They approved a resolution that proposed a series of amendments on the Board of Directors standing rules. They passed a resolution to engage RLPS architectural firm to make assessments of the Administration Building and proposed Clubhouse I improvements from site plan. They accepted the recommendation from the Restaurant Advisory committee to delay construction of the vestibule leading to and from the Clubhouse grill sidewalk. They accepted the recommendation from the Strategic Planning committee to perform the following tasks: to continue the operations of the Strategic Planning committee, to communicate to Leisure World community about the Strategic Planning committee, and to create a plan for projects for Leisure World to implement.

6. **Treasurer's Report- Ed Bradley-**

Invoices – Mr. Bradley was not here to report. Mrs. Allston reported the invoices for approval.

Upon motion duly made, the following resolutions were agreed:

To approve to make payment to J&M Construction in the amount of \$75.00 to check roof in the attic around sunroom area and drains at 3411 St. Leonard Ct.

General Resolution #51, 3/9/21

To approve to make payment to J&M Construction in the amount of \$100.00 to check sunroom and caulk both front corners and refasten copper flashing between 3411 and adjacent.

General Resolution #52, 3/9/21

To approve to reimburse Ms. Gilbride in the amount of \$949.14 for payment made for dryer vent repair in unit at 15503 Prince Frederick Way.

General Resolution #53, 3/9/21

Investment Actions – None.

A. **M16 Newsletter-** Mr. Everett is in the process of preparing the newsletter for the beginning of April. He thanked Ms. Seebode for her contributions to the newsletter. He welcomed any content, photos and/or articles, from the committee chairs

B. **Maintenance-** No report at this time.

C. **Park** – The Park Beautification committee cleaned up the park and put out some fresh greenery. They have received money for 2021 and will be spending that over the course of this year.

D. **Landscape** – Mr. Allston presented on this item.

Upon motion duly made, the following resolutions were agreed:

To accept the proposal from McFall and Berry for additional green weed prevention for 2021 at a cost of \$9676.50.

General Resolution #54, 3/9/21

E. **The Little Library** – Ms. Seebode stated that the little library for M18 has been completed. There are currently three little libraries in M15. The process is moving a bit faster than anticipated, however, it will be a few weeks until M16 receives their little library. Ms. Seebode welcomed residents to come borrow books or drop off books to the M15 little libraries while awaiting completion of the M16 Little Library.

F. **New Mutual Assistant Cierra Coleman** – Cierra Coleman introduced herself. She worked as an administrative assistant for Creekside for a year and two months. She is looking forward to working with the Board of Mutual 16. The Board thanked Alicia Drummond for her help over the past two years.

7. **Open Forum** – Mr. Everett asked Mr. Looney to re-send a photo that will be included in the upcoming newsletter.

Next Agenda Meeting- April 1, 2021 at 1:00 pm in Clubhouse 2 or Zoom.

Next Meeting- Tuesday, April 13, 2021 9:30AM via ZOOM

8. **Adjournment-** There being no additional business, the meeting was adjourned at 10:56 am.

Paula Seebode, Secretary



General Manager's Report

March 2021

March 12, 2021

Community Financials

For the period ending February 28, 2021, net operating expenses were \$10,900 over budget. Year-to-date, net operating expenses are approximately \$17,700 over budget.

2020 Fiscal Year Audit

As of December 31, 2020, year-to-date, net operating expenses were \$624,800 over budget. The auditing firm has completed field work on the 2020 fiscal year audit. Final audit reports are expected to be completed in late March.

Property Transfers

In the month of February, there were 21 property transfers, which totaled \$82,700 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The LWCC Board, at their special meeting held on 3/12, approved the contract with Warfel Construction to complete the site plan amendments to Clubhouse I. Upon execution of the contract, on-site work is estimated to begin in late July/early August.

Update: Gate Access Project

New lighted gate arms and operators were installed at Connecticut Avenue and Norbeck Boulevard gates. Significant improvements to the Main Gate entrance will take place from 3/15 to 3/26. Improvements include removing the small booth next to the resident-only lane, installation of new lighted gate arms/operators, and installation of ADA compliant crosswalk.

The LW News will be following this project's progress, so stay tuned for additional information and updates.

Covid-19 Vaccinations

As of Wednesday, March 10th, 3,500 vaccinations were provided to residents. As of Thursday, March 11th, the second dose of the vaccination cycle began.

HR Corner

In the month of February, there were 3 new hires and 2 terminations.

LWMC has the following open positions:

- Appliance Mechanic (PPD)
- Assistant Project Manager, Community Services (PPD)
- Golf Course Technician (Golf)
- Maintenance Technician (PPD)
- Security Guard (Security)