

MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
November 10, 2020

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via telephone conference call on Tuesday, November 10, 2020 at 9:30am.

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

Directors Absent:

Management: Kevin Flannery, General Manager; 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 October 13, 2020 meeting were approved, as written.
5. **ABM/ Correspondences** – Ms. Allston stated that she had received one ABM from unit owners of 15416 Prince Frederick Way however, it was incomplete. She will bring back to the Board next month for approval.

Advisory Committees –

- a. **Emergency Preparedness** – Mr. Hortin stated that a request was made for the Fire and Safety program recording to be made available to the non-high rise mutuals. Another presentation will be scheduled recording the whole program. It will be made available on the LW website or the LW TV channel.
- b. **Golf** – No report at this time.
- c. **Landscaping** – No report at this time.
- d. **CPAC/ Technology/ LW News/ Strategic Planning** – Mr. Popper stated that the Strategic Planning survey results are available on the LW website.. He has offered to do a Zoom meeting with slides about the strategic plan recommendations for the residents. He answered questions and received comments from the Board members and residents. Residents may contact the Mutual Assistant for a paper copy of the report.
- e. **Tennis/ Pickleball** – No report at this time.
- f. **Security & Transportation** – No report at this time. Mr. Geehreng acknowledged Ms. Seebode for her efforts on behalf of the Mutual
- g. **E&R** – No report at this time.

- h. **LWBOD Meeting – Ms. Allston stated that the Board approved a policy to allow solar farm initiatives. The Board approved a resolution to select a contractor for the administrative building. The contractor has changed for the gate access system. The Board will appoint an executive committee to research a replacement for the General Manager. They discussed the Metro bus access plan. FEP/Resale fee increase from 2% to 3% was also discussed.**
- i. **Strategic Planning – see above**
- j. **Special Meeting Resale Fee Increase – A discussion was had about whether to increase the resales fee to 3% or 4%. It was decided that the proposed increase will be at 3%.**

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

Invoices – Mr. Bradley presented the bills for November 2020.

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #182595 in the amount of \$79.00 to clean gutters and downspout and unclogged underground pipe at 15542 Prince Frederick Way.

Resolution #27, 11/10/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #182750 in the amount of \$158.00 to clean all gutters and downspouts, snaked and cleaned underground pipe at 15403 Prince Frederick Way.

Resolution #28, 11/10/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to LWMC invoice #183410 in the amount of \$316.54 to snaked main drain at 3408 Parker Creek Lane.

Resolution #29, 11/10/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to J&M Construction invoice #1923 in the amount of \$266.00 for roof repair at 3319 Solomon’s Court.

Resolution #30, 11/10/2020

Upon motion duly made, the following resolution was agreed:

To approve a payment to Pipe and Stone need invoice number in the amount of \$2750.00 to replace cracked concrete slab, relevel fence post and caulk sidewalk joints at 3412 Island Creek Court.

Resolution #31, 11/10/2020

7. **Mutual 16 Committee Reports**

- A. **M16 Newsletter- Mr. Everette would like residents written input on “getting to know your neighbor” article for the upcoming December newsletter.**
- B. **Maintenance- Mr. Looney stated that the J&M power washing is in the process of being completed.**

- C. Park – Ms. Seebode stated that she has received several contributions to beautifying the park.
8. Landscape – Mr. Allston sent an email to McFall & Berry regarding a complaint about the mowing of the grass.
9. Applications for 2021 Advisory Committees- Ms. Allston emailed the applications to management for LWCC Board approval.
10. Open Forum – No comments at this time.

Next Agenda Meeting- December 3, 2020 at 1:00 pm in Clubhouse 2.

Next Meeting- Tuesday, December 8, 2020 9:30AM via ZOOM

11. Adjournment- There being no additional business, the meeting was adjourned at 10:50 am.

Paula Seebode, Secretary



General Manager's Report

November 2020

November 6, 2020

Upcoming Office Closures:

- **Nov 26**—
Thanksgiving Day
- **December 25**—
Christmas Day

COVID Testing

Montgomery County has held 3 COVID-19 testing opportunities in Clubhouse I.

As testing dates become available, notice will be provided to residents via the CCTV channels and the residents website.

Testing is for residents only and an appointment is required.

Community Financials

Financial statements for the period ending October 31, 2020 will be finalized the week of 11/16.

As of September 30, 2020, year-to-date, net operating expenses were \$567,700 over budget.

Property Transfers

In the month of October, there were 39 property transfers which totaled \$174,600 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

At their meeting on 10/27, the LWCC Board approved retaining Warfel Construction as General Contractor for the project., as recommended by the LW Community Planning Advisory Committee.

Shredding Day

The community shredding day will be held on November 21st from 10am to 1pm in the Administration Building parking lot.

LW Strategic Plan

The strategic plan report is posted on the website for all residents to review.

All questions/comments can be directed to strategicplan@lwmc.com.

HR Corner

In the month of October, there were 4 new hires and 5 terminations.

LWMC has the following open positions:

- Administrative Assistant — Overlook
- Appliance Mechanic — PPD
- Clubhouse Operations Assistant — E&R
- Sanitation Driver — PPD
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD