

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**JUNE 13, 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, June 13, 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; **Kelly Rivera**, Administrative Assistant, Mutual Services; **Stacey Carranza**, Administrative Assistant, Mutual Services.

Residents: **Kay Looney**, **Arthur Popper**, **Bob & June Hortin**, **Jeanne Jones**, **Joe Halpin**, **Lynn Nyce**, **Julie Repeta**, **Susan Wilcoxon**, **Robert Wilcoxon**, **Helen Pechacek**, **Judite Fernandes**, **Susan Polydoroff**, **Dee Berkholtz**, **Lenny Sammarco**, **Janet Gilbride**, **Joe Halpin**, and **Rhonda Finehout**

1. **Call to Order** – The meeting was called to order at 9:31 AM.
2. **Approval of Agenda for June 13, 2023 BOD meeting** – The agenda was approved as presented.
3. **Approval of Minutes for April 11, 2023 BOD meeting** – The minutes were approved as presented.
4. **President’s Report** – **Paula Seebode** asked that anyone who gives a report, email a short-written summary to either herself or Mutual Assistant, **Stacey Carranza**. Paula also reported approving 4 invoices between May 19 and June 13. Those included replacing shingles, chimney repairs, attorneys’ fees, and down payment for garage door painting. There was also one approved proposal for garage door painting. Each being less than \$5,000.00 per Resolution #59. Paula also reported **Dee Berkholtz** is keeping and updating the resident list for Mutual 16. Residents were asked to send information to Dee when they receive a new phone number or email address.

Paula stated all BOD members have received a final electronic copy and a paper of the Reserve Study. The Reserve Study will be used in budget planning. The Reserve Study will be put in the resale packet and all of those who would like to see can ask a board member.

**a. ABMs/Correspondence –**

AWM – the following Action Without Meetings were unanimously approved:

To approve proposal submitted by J and M Construction for gutter and downspout cleaning throughout Mutual 16 for an amount not to exceed \$3,000 to be paid upon authorization of the President or Treasurer, upon completion of work or as requested by the contractor, and once an invoice is received.

**Resolution #7, 5/23/2023**

To approve ABM for window replacement at 15412 Prince Frederick Way.

**Resolution #8, 5/26/2023**

**b. ABMs –**

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

To approve an ABM to remove sliding porch doors in sunroom and replace with fixed panels of glass and one sliding porch door with screen, as well as replace windows in living room and two bedrooms with slider windows and half screen at 15520 Prince Frederick Way.

To approve an ABM to replace four sliding doors of the closed patio room at 3417 St. Leonard's Ct.

To approve an ABM to replace four windows at 15509 Prince Frederick Way

**Resolution #9, 6/13/2023**

**5. Treasurer's Report – Ed Bradley –**

**a. Bills to Consider –**

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

To approve payment to Gross Mendelson, invoice #405141 dated 4/30/2023, in the amount of \$2,100 as final payment for the Audit services.

To approve payment to LWMC, invoice #228806 dated 4/26/2023, for gutter and downspout cleaning and underground pipe cleaning at 15420 Prince Frederick Way in the amount of \$213.75.

To approve payment to McFall & Berry, invoice #221090 dated 5/9/2023, for two applications of corn gluten in the amount of \$5,292.

To approve payment to McFall & Berry invoice #220670 dated 4/20/2023 for 3 crimson king maple trees and installation in the amount of \$1,594.53.

To approve payment to J&M Construction Solutions LLC, invoice #2232, for gutter cleaning in the Mutual and shingle replacement in the amount of \$2600.

**Resolution #10, 6/13/2023**

**b. Investments:**

Morgan Stanley purchased a \$100,000 CD at an interest rate of 4.55%, maturing in four years, purchased with the proceeds from a maturing \$50,000 CD and \$50,000 from Replacement Reserve cash.

**c. Delinquency Report –**

Paula reported that she spoke with the delinquent account's owner and a check has been deposited for the delinquent amount.

**d. Other – Resolutions**

The Board of Directors of Mutual 16 hereby rescinds Resolution #59, Resolution #57, and Resolution #58, and resolves as follows:

Upon motion duly made and seconded, with two no votes and one abstention, the Mutual 16 Board of Directors agreed,

The Board maintenance chairperson (if unavailable, a Board member designated by the President) is authorized to approve and to arrange for work to be done at a unit owner's residence so long as the expected cost does not exceed \$5,000.00. The Board should be notified that the work has been approved. The President or Treasurer is authorized to approve payment of the invoice for the work that has been done and should report the payment to the Board.

**Resolution #11, 6/13/2023**

Upon motion duly made and seconded, with one abstention, the Mutual 16 Board of Directors agreed,

The board must approve all contracts other than those specified in paragraph 1 and except those involving emergencies as provided in paragraph 3. If the Board has approved work to be done and cost does not exceed \$5,000, the President or Treasurer is authorized to approve payment of the invoice when it is presented, unless the Board has expressly stipulated otherwise. The Board should be notified of the payment. If the contract price exceeds \$5,000.00 the Board must approve payment.

**Resolution #12, 6/13/2023**

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

If an emergency requires work to be undertaken as soon as possible, the director who would oversee the project, in consultation with the President or Vice President, may approve the work and should keep the Board current on its progress. The Board must approve payment.

**Resolution #13, 6/13/2023**

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

If work that the Board has approved is underway and it becomes clear that more extensive work must be done, the director overseeing the project, in consultation with the President, may approve the additional work so long as the additional cost does not exceed 20% of the originally approved price.

**Resolution #14, 6/13/2023**

- 6. Secretary's Report – Chris Everett** reported he will forward all messages from Leisure World Management as a supplement for those who are not on the LW email list. Where possible, residents are encouraged to get their email on the LW list. Chris also stated he will send emails to Mutual 16 residents whenever the M16 BOD has activities or items of interest to the neighborhood. Chris' emails will include notifications of M16 meetings and social events. In addition, Chris will send obituary notices when appropriate.

If you know about the death of a neighbor, please send an email to [chris@ceverettonline.com](mailto:chris@ceverettonline.com) or text 410-428-7549. Please include the name, address, and the date of death. When funeral arrangements become available, the community would appreciate this information. It will be sent out when Chris receives it. For maximum efficacy, please make sure Chris has your current email address – this is particularly important if your email address changes.

7. **Community Report – Robert Brunelle** presented the community report for May 2023 as distributed, and answered all questions and comments. Questions included asking for a newsletter article about the new property manager position and the ABM procedure, and asking about progress on a revised copy of the instructions for ABMs.

8. **Mutual 16 Committee Reports:**

a. **M16 Maintenance – Jack Looney** reported the following:

- We established a contract with Handyman Jack (Kent) for painting six garage doors in the Mutual. Residents have been notified and the contractor will contact each resident before beginning work.
- Handyman Jack (Kent) has completed the chimney work at the Finehout residence and has indicated that the work required for the Welsh chimney is too extensive. He has recommended contacting High's Chimney Service for a solution. We will contact them this week.
- J & M has completed the Spring Gutter Cleaning work for all mutual buildings and was able to do some other minor repairs, such as shingle replacement as necessary. They also surveyed the condition of some of the crickets\* and have identified some units that may need replacement. They will send a proposal for completing the needed work in the near future.  
\* *A roof cricket, AKA saddle, is triangular structure behind a chimney, skylight, or protrusion to divert water toward drainage location.*
- We have also requested an inspection of the siding to determine any need for power cleaning the siding and repairing any damage to air vents in the siding as a future project.
- Some recent problems have arisen regarding garage doors and we will be addressing needed repairs and/or replacement issues.

b. **M16 Newsletter – Chris Everett** reported the goal is to complete a monthly newsletter within one week of the BOD meeting. If residents have neighborhood photos, tips, recipes, mini-biographies, or any information of interest to the community, please email content to the *Mutual 16 Matters* Editor at [chris@ceverettonline.com](mailto:chris@ceverettonline.com).

c. **M16 Social – Kay Looney** reported the social committee met on June 2 and June 6. They planned the Happy Hour at the Rock for June 23 as well as set dates for the Pizza Party (September 13) and the Holiday Potluck (December 9). The Social Committee has also decided to merge the Welcoming Committee with the Social Committee. They are in the process of revamping the welcoming package. After looking at the funds available, the events planned, and the rise in the cost of everything, the Social Committee will ask the Board to increase the yearly budget from \$600 to \$650.

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

To authorize the accounting department to provide a check to Diane Rosenfield, Chair of the Social Committee, to cover expenses for upcoming Mutual 16 activities in the amount of \$650.

**Resolution #15, 6/13/2023**

- d. **M16 Landscape – Doug Allston** reported that so far this year, there has not been good weather for our trees, and we are currently in a drought. Mr. Allston encouraged everyone to give their trees, especially young trees, a little tender loving care. Without rain, please water the young trees at least once every two weeks. The best way is to let a hose drip at the base of the tree for an hour. If you can't do that, water the base for 10 to 15 minutes. Please do not use lawn sprinklers. We are not trying to water the grass. The grass should be allowed to go dormant.

■ **McFall & Berry Proposals:**

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

To approve McFall and Berry proposal #8788 for stump removal at 3400 Island Creek Court and maple tree pruning at 15412 Prince Frederick Way in the amount of \$1,050. They are to be paid upon completion of work once invoice is received.

**Resolution #16, 6/13/2023**

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

To approve McFall and Berry proposal #8316 for an Aristocrat Pear tree installation at 15513 Prince Frederick Way, a Crape Myrtle tree at 15517 Prince Frederick Way and two Crimson King Maple trees at 3403 Parker Creek in the amount of \$2,174.49. They are to be paid upon completion of work once invoice is received.

**Resolution #17, 6/13/2023**

- e. **M16 Rules/Bylaws – Marcia Laundry** reported the Rules and Bylaws team met on June 2 and June 12. The team added **Rhonda Finehout** and **Colleen McCarty** to the group to join **Paula Seebode**, **Bob Strade**, **Art Popper**, **Dee Berkholtz**, and Marcia. At the June 2 meeting, the team discussed the support of Nicole Williams, a lawyer with the firm of Rees Broom. A resolution will be presented to have Nicole's services on a retainer basis for \$300 a month until her services are no longer needed. The team learned from Nicole that the Rules need to be a part of the Bylaws in order to be enforceable. Almost two hours were spent going over rules, and attempting to streamline the rules and making certain the rules are reasonable and enforceable. The team is undaunted at this point even though this process began almost a year ago.

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

To retain Nicole Williams, attorney from Rees Broom, as legal counsel for Mutual 16, and to approve the professional service fee of \$300 per month until her services are no longer needed. Monthly service fee should be paid upon receipt and review of an invoice without further action from the Board.

**Resolution #18, 6/13/2023**

## 9. Leisure World Advisory Committees

- a. **LW Security & Transportation – Bob Hortin** reported that three shuttle buses are currently in operation, with one hindered by an inoperative lift. A fourth shuttle bus will be available in late June to early July. The smart Leisure World I.D. card project is in abeyance until 2024 due to lack of funding and a need to reassess exactly what information needs to be included on the chip/magnetic strip that the card will incorporate. Bob also reported the enhanced signage will be posted on LW Blvd. to alert drivers to upcoming crosswalks near the Administrative Building/Clubhouse. Hopefully this will offer all pedestrians as well as sight impaired residents added safety when crossing this busy roadway. Additional crosswalks may be added later.

**b. LW Golf – Doug Allston** reported:

- Seasonal Annual Fees (255 Members as of June 1/ 254 Total for 2022) Seasonal Green fees \$265k compared to \$243k (Entire year 2022)
- Rounds YTD 8344/7358 (2022)
- Rounds for April 2,676/2,491 (2022)
- Green Fee Revenue YTD \$15,213/\$12,330
- Second MISGA Event May 24 (7 clubs)
- Par 3 Event May 27 (43 players)
- Shop Hours Go to 7:30-6:30 PM
- First Tee Time 8:00 AM
- Reminder: Twi-Light Rates start at 3:00 PM \$10 walking for residents and \$20 for riding nine holes
- Revenue Totals \$443k compared to \$394k in 2022 (Jan 1 to May 31)
- Call for tee times starting at 8:00 AM
- Range Hours 7:30-5:30 PM
- TaylorMade Demo Day May 30
- Two-Man Championship Finals Wednesday May 31

**c. LW Health – Jeanne Jones** reported on all upcoming events that have been scheduled by the Committee. The *How to Prepare for Your Doctor Appointment* on June 2 was excellent, but no residents showed up. There will be an upcoming Prostate Cancer event in the fall to include social workers to talk about Medicare plans before the October sign up. Jeanne also reported Dr. Johnson will return to the medical center after being away.

**d. LW Landscaping – Betsy Davis** report to follow.

**e. LW CPAC/Technology/Strategic Planning – Art Popper** reported CPAC is working on prioritizing projects that might be undertaken at LW over the next several years in conjunction with Master Planning. Technology Committee has been tracking resident help needs to Comcast. There are only just a few each month. The Committee has been helping LW management with upgrades of the administration phone system. They have also been monitoring the incorporation of the RFID for autos. The Special Strategic Planning Committee is now monitoring the changes in LW Committees following opening of Committees to residents without having to go through Mutuals.

**f. LW Insurance Advisory – Joan Allston** submitted her report to be included in the minutes: The Insurance Advisory Committee meeting was held on May 22. USI indicated that all policies would go up as much as 30% across the board. They cited the tight insurance market due to fires, floods, etc. They were not ready to give quotes. The real figures should be given to the LW BOD at a special meeting on June 16.

- g. LW BOD Meeting – Betsy Davis** stated the General Manager reported on numerous items, most impacting residents directly which include:
- 1. Construction of the new administration building will cause major disruptions in access to the current administration building, the restaurants, and Clubhouse I. It is vital that residents read the LW Management update emails, which will contain information on road closure/traffic pattern changes near the admin building on LW Blvd as well as the parking lot there; Wardell Construction “is responsible for traffic control.”
  - 2. The accounting department continues to struggle with two vacancies for mutual accountants. Many mutuals expressed frustration and concern about inability to get timely answers and reports.
  - 3. Only one of the four shuttle buses is in service. The others are in the repair shop. No date given for resumption of service of the three.
  - 4. Traffic engineer hired to study Norbeck and Main gates for measures that could be taken for several backup and safety issues.
  - 5. Much discussion of the new Communications (Advisory) Committee charter and internal focus or include external as well. Charter was approved.
  - 6. Meeting went into closed executive session and adjourned at 11:30 AM.

## 10. Open Forum

- a. **Betsy Davis** emphasized the importance of residents reading their emails and provide their emails to receive information from LW Management for upcoming traffic changes due to construction.
- b. **Helen Pechacek** requested the Board’s permission to have a tree planted at the Mutual 16 park in memory of **Sandy Greer**. Doug stated he will help Helen with choosing a tree. Chris will include further information on donations for the tree in the newsletter.

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

Give permission for a tree to be planted in the Mutual 16 park in memory of Sandy Greer.

### **Resolution #19, 6/13/2023**

- 11. **Next Agenda Meeting** – The next agenda meeting will be held on 7/6/2023 at 1:00 PM.
- 12. **Next BOD Meeting** – The next BOD meeting will be on 7/11/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II.
- 13. **Adjournment** – The meeting was adjourned at 11:27 AM.