

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

September 13, 2022

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, September 13, 2022, at 9:30am.

Directors Present: Joan Allston, President; Betsy Davis, Vice President; Paula Seebode, Secretary; Edwin Bradley, Treasurer; Doug Allston, Director; Jack Looney, Director; Ellen Darr, Director.

Management: Melissa Pelaez, Assistant General Manager; Kelly Rivera, Administrative Assistant, Mutual Services.

Visitors: Various unit owners.

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Community Report – Mrs. Pelaez reported that the Leisure World Board of Directors is having a special meeting to discuss the 2023 budget, and that a community wide shredding day has been scheduled for November 12 in the administrative parking lot. She also reported that residents at Vantage Point East, Vantage Point West, and Creekside had their RFIDs installed, and that the Security department predicts that RFID installation for residents in the high-rise buildings and Montgomery Mutual will be completed by Thanksgiving. All other Mutuals will be scheduled to complete RFID installation after the high rises are completed. The admin building project is still in the works, and a public hearing will be held on October 6 to approve the minor amendments made to the project. BTU Energy Advisors initiated negotiations with Shell North America regarding the wholesale account Leisure World is considering for electric energy provider going forward since Talen Energy's bankruptcy. As of now, it is anticipated that the energy rates for 2023 will increase by at least 50% for all mutuals. A new security manager was hired as well as a business manager for the Physical Properties department. Mrs. Pelaez answered all questions.
3. Approval of Agenda for September 13, 2022 BOD meeting – The agenda was approved as presented.
4. Approval of Minutes for August 9, 2022 BOD meeting – The minutes were approved as presented.
5. Correspondence/ABMs – No Report.
6. Advisory Committees
 - a. E&R – Bob Hortin – Mr. Hortin reported that the Interfaith Chapel Committee for

the Working Homeless and Poor and the Leisure World Progressive Group applications were approved, and that E&R will change its name to “Lifestyle Advisory Committee.” The indoor pool and the locker rooms in clubhouse two will be closed starting on October 24 for six to eight weeks for locker room renovations.

- b. Golf – Doug Allston – Mr. Allston reported that the renovation of the golf course has been completed, and that there is some discussion about replacing part of the cart path.
- c. Health – Jeanne Jones – No report.
 - 1. Lock Boxes – Ms. Seebode reported that many residents reached out to her and asked questions regarding a letter that was sent to residents informing them that Phillips will now provide lifeline services, and that all residents who participate in this program were required to obtain a lock box with a key to their unit. The Board suggested that residents do not remove their key from the Security office, and that they obtain an extra key instead. As of now, residents are welcome to obtain any lock box of their preference.
- d. Landscaping – Betsy Davis – No report.
- e. CPAC/Technology/ Strategic Planning – Art Popper – Dr. Popper reported that the Committee discussed various projects that will be completed in the upcoming months as well as recommendations that they would like to make to the Leisure World Board of Directors. There will be a meeting to propose a contract to the Board for a master planning company, and the Committee also discussed the need to have a curb cut on the new circular driveway. The Strategic Planning Committee discussed that small mutuals are not represented very well, and one of the consequences of this is that more things get accomplished for the high rise mutuals. Another item of discussion was the “Pepco Right of Way” for various projects that should be considered and evaluated by the Strategic Planning Committee with input from Mutual 16. The Technology Committee discussed the function of the RFIDs, and that the Comcast contract will be renewed in 2024.
- f. Tennis/ Pickleball – Dee Berkholtz – Ms. Berkholtz reported that there is a possibility that the Tennis & Pickleball Advisory Committee will be dissolved in the near future.
- g. Leisure World BOD – Mrs. Allston reported that the cones will be removed from the clubhouse one circular driveway, and that there have been many complaints regarding the circular driveway not having a curb cut. A draft of the Medstar contract will be presented in the upcoming weeks, and the Board postponed a resolution to amend the Insurance Committee’s charter. A resolution regarding the requirements for those mutuals who have opted-out of the Leisure World master policy and want to opt back in was passed, and the Board accepted a tentative

proposal to create a working group to review and offer edits to the operational documents. The resolution regarding Zoom meeting participation was also postponed, and all advisory committees' chairs were approved.

7. Insurance Report – Betsy Davis/ Paula Seebode –

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

To send a letter to all the unit owners in Mutual 16 requesting that they provide a copy of their HO-6 insurance policy Certificate of Insurance to the mutual assistant, Kelly Rivera. This letter will be sent with the 2023 budget.

Resolution #30, 9/13/2022

8. Mutual 16 Committee Reports:

- a. M16 Newsletter – Chris Everett – Mr. Everett reported that he's received a lot of input and material for the newsletter, and that it should be ready by the end of the week.
 1. Resident Roster – Ellen Darr – Ms. Darr reported that the resident directory needs to be updated with all current residents' and owners' contact information. The Board agreed to work together to get the most up-to-date information from all residents and owners, and to discuss how and with whom this information will be shared.
- b. Maintenance – Jack Looney – Mr. Looney reported that all repairs have been completed at 15420 Prince Frederick Way, and that the total cost for the contract increased by \$4,500.00. The total cost will be \$41,250.00. The next project will be the 3303 Solomons Court sunroom.
- c. Social – Julie Repeta – Ms. Seebode reported on behalf of Julie Repeta. She reported that Mutual 16 celebrated their social gathering pizza party on Friday, September 9, 2022 with great success.

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

To approve to make payment to Julie Repeta for pizza party expenses, and to cover the cost of social function expenses in 2022 in the amount of \$600.00.

Resolution #31, 9/13/2022

- d. Park – Paula Seebode – No report.
- e. Landscape – Doug Allston –

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

To approve McFall & Berry proposal #5828 for sod installation at 15503 Prince Frederick Way in the amount of \$992.70.

Resolution #31B, 9/13/2022

f. Rules Committee – Ms. Seebode reported that the Committee hopes to present a draft of a new set of bylaws for Board review by October

9. Treasurer’s Report – Ed Bradley –

a. Bills to Consider –

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

To approve to make payment to LWMC invoice #214913 for clearing gutters and downspouts at 3419 Island Creek Court, Unit #132-C in the amount of \$180.00.

To approve to make payment to LWMC invoice #214910 for cleaning gutters and downspouts, and snaking the pipe at 3413 Island Creek Court, Unit #131-B in the amount of \$135.00.

To approve to make payment to LWMC invoice #217413 for clearing gutters and installing a detector to make sure water runs in gutters at 15502 Prince Frederick Way, Unit #120-B in the amount of \$116.39.

To approve to make payment to LWMC invoice #217366 for clearing gutters, downspouts, and underground pipe at 15412 Prince Frederick Way, Unit #123-C in the amount of \$135.00.

To approve to make payment to LWMC invoice #215113 for clearing gutters and downspouts, and snaking the underground pipe at 3422 Island Creek Court, Unit #126-B in the amount of \$230.00.

To approve to make payment to McKenzie Engineering invoice #2 for consulting structural engineering services regarding floor slab helical pier underpinning at 15420 Prince Frederick Way in the amount of \$3,750.00.

To approve to make payment to J&M Construction invoice #2193 for replacing gutter and moving downspout at 15524 Prince Frederick Way in the amount of \$500.00.

To approve to make payment to J&M Construction invoice #2194 for repairing leak and

cleaning gutter at 15502 and 15548 Prince Frederick Way in the amount of \$300.00.

Resolution #32, 9/13/2022

b. Reimbursement: 15542 Prince Frederick Way garage repair –

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

To approve reimbursement to the owner of 15542 Prince Frederick Way, #117-B. Silver Spring, Maryland 20906 for the emergency garage door repair in the amount of \$160.00.

Resolution #33, 9/13/2022

c. Morgan Stanley Account –

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

To approve the initial portfolio provided by Morgan Stanley, which includes a roof reserve fund and a replacement reserve fund established on behalf of Mutual 16.

Resolution #34, 9/13/2022

d. Budget – Mr. Bradley commented that the most critical fact with respect to the 2023 budget is the 50% increase in electric expense that is now in place. We have had the report today from Melissa that negotiations are underway about a new contract that hopefully will reduce the rate.

10. Open Forum – Ms. Seebode reminded all unit owners that rental units must provide a copy of the lease agreement to Kelly Rivera.

11. Next Agenda Meeting – Agenda meeting will be held on 10/6/2022 at 1PM in Clubhouse 2.

12. Next BOD Meeting – The next BOD meeting will be on 10/11/2022 at 9:30am via Zoom.

13. Adjournment – The meeting was adjourned at 11:43 AM.

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

September 14, 2022

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 to make payment to Jiffy Plumbing and Heating invoice #0000103317 for water main service repair at 15503 Prince Frederick Way in the amount of \$8,940.00.

Resolution 35, 9/14/2022

To approve to make payment to M. Taylor invoice #3065 for installing 27 helical piers to support floor at 15420 Prince Frederick Way in the amount of \$41,250.00.

Resolution #36, 9/14/2022

Email Approval

Joan Allston, President

Email Approval

Betsy Davis, Vice President

Email Approval

Paula Seebode, Secretary

Email Approval

Ed Bradley, Treasurer

Email Approval

Doug Allston, Director

Email Approval

John Looney, Director

Email Approval

Ellen Darr, Director

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

August 19, 2022

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 Jiffy Plumbing #346338 to repair water leak damage at 15503 Prince Frederick Way in the amount of \$8,940.00.

Resolution 28, 8/19/2022

To approve M. Taylor Enterprise Proposal to install five (5) helical piers on the bump out closed in the porch that has settled excessively as evident by crack in the slab and sliding doors not working properly, and to install two (2) piers on the right side and three (3) across the longer front wall. Porch brackets and deep helical piers will be used to stop settlement as best as possible, and secure the patio from crack movement or widening of existing crack at 3303 Solomons Court in the amount of \$9,400.00.

Resolution #29, 8/19/2022

Email Approval

Joan Allston, President

Email Approval

Betsy Davis, Vice President

Email Approval

Paula Seebode, Secretary

Email Approval

Ed Bradley, Treasurer

Email Approval

Doug Allston, Director

Email Approval

John Looney, Director

Email Approval

Ellen Darr, Director