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

October 10, 2017

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 16-Condominium of Rossmoor, Inc. was held in the Sullivan Room of the Administration Building on Tuesday, October 10, 2017 at 9:30am.

Directors Present: Joan Allston, President; Jim Turner, Vice President; Edwin Bradley, Treasurer; Fred Seebode, Director; Jack Looney, Director; David Darr, Secretary; Jeanie Jones, Director

Management: Melissa Pelaez, Director Mutual Services, Roberta Carter, Mutual Assistant

Visitors: Virginia Rehbehn, Janice Romanoff, Kay Looney, John Fajnor, Paula Seebode, Betsy Davis, Rita Molyneaux, Joe Halpin

1. Call to Order- Mrs. Allston called the meeting to order at 9:30 am.
2. General Manager's Report- Melissa Pelaez presented the General Manager's report for the month of October 2017. All questions and comments were responded to by Ms. Pelaez.
3. Approval of Agenda- The agenda was approved as edited. Add: Approved 2018 Budget under Treasurer's Report.
4. Approval of Board Meeting Minutes- The minutes from September 12, 2017 were approved as presented.
5. Correspondence /ABM(s)- None
6. Advisory Committees:
  - A. Emergency Preparedness- Mr. Darr stated there will be a Fire Safety Forum on October 24<sup>th</sup>.
  - B. Community Planning- Mr. Seebode stated that Community Planning has sent the new Charter to the Leisure World Board for approval.
  - C. Health- Ms. Jones's report included: (1) Allied Health Care was contracted to occupy the extra spaces in the Medical Center with services such as; Audiology, Massage Therapy, Acupuncture, Durable Medical Equipment and Home-care Nursing. (2) The Oncologist and one Psychologist left the medical center, but they position will be filled.

- (3) Medicare open enrollment will take place between October 15<sup>th</sup> and December 7<sup>th</sup>.
- (4) MedStar is discussing a permanent “Drug Take Back Center” for Leisure World.

D. Energy- Mr. Halpin’s report included: (1) Mutual 9 sent a draft proposal letter to the EAC (Energy Advisory Committee) for a discussion and possible approval on whether to move forward with taking their energy rating valve for the mutual and substitute that with the total electric meter reading for the prior year.

E. Technology/LW News- Ms. Allston mention that Mr. Popper is greatly involved with the new Leisure World website.

F. LWCC BOD Meeting 9/26/17- Ms. Allston’s report included: (1) Policy regarding the distribution & posting of printed materials was approved. (2) \$20,000 was authorized to develop a RFP for the TV & Internet bundle services. (3) *The Foundation of Leisure* is sponsoring a *Concepts of a Village*; a Montgomery County program that helps those that need help getting around or just to have visitors. (4) The proposed Trust Amendment, allowing funds to be placed in credit unions is on hold until next month.

7. Treasurer’s Report-

A. Bills to Consider- Mr. Bradley reported that there six invoices in the amount of \$7,989.75 on the invoice list;

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation PPD \$5,283.50 Invoice# 117022 (Date of service: 9/30/17) structural repairs for the month of September 2017. Units 104-A, 106-C, 112-A, 115-A.

Upon motion duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation PPD \$55.50 Invoice# 115956 (Date of Service: 9/18/17) cleaned gutters and downspout for building. Took apart downspout at rear of unit removed debris to make sure pipe had positive water flow at 15556 Prince Frederick Way, Unit 115-A. (Pulliam)

Upon duly made and seconded, the Board agreed:

To pay Leisure World of Maryland Corporation PPD \$45.00 Invoice# 115960 (Date of Service: 9/18/17) cleaned gutters and downspout to ensure positive water flow and prevent back-up at 15526 Prince Frederick Way, Unit 118-B. (Laundy)

Upon duly made and seconded, the Board agreed:

To pay McFall & Berry Landscape Management \$225.00 Invoice# 196464 (Date of Service: 9/13/17) tree maintenance for Rover Birch Tree at 15526 Prince Frederick Way, Unit 118-B. (Laundy)

Upon duly made and seconded, the Board agreed:

To pay McFall & Berry Landscape Management \$270.00 Invoice# 196575 (Date of Service: 9/21/17) take down and remove declining crab apple tree at Solomons Court and Prince Frederick Way.

Upon duly made and seconded, the Board agreed:  
To pay Bel Pre- Glassworks, Inc. \$2,110.75 Invoice# A0356649 (Date of Service:  
9/14/17) glass replacement at 15546 Prince Frederick Way, Unit 116-A. (Polydorof)

**Resolution #20, 10/10/17**

- B. Investment Actions Proposed- No report at this time.
- C. Mutual Financial Status- Mr. Bradley stated that at the end of August the Mutual has an Operating Surplus of \$ 12,500.00 in contrast to a deficit last year at this time. The difference relates to electric and water.
- D. Approval of the 2018 Budget- The Board of Directors adopted the following resolution:

Whereas the 2018 Mutual 16 Budget, as prepared by the Board of Directors, was duly mailed to the unit owners, and whereas the required 30-day period for the submission of comments has elapsed, the Board of Directors hereby approves the 2018 Budget as mailed to the unit owners.

**Resolution#21, 10/10/17**

8. Mutual 16 Committee Reports-

- A. Social Event- "*Happy Hour at the Rock*" was a successful event.
- B. M16 Newsletter- Ms. Molyneaux asked for reports and/or news to be sent to her for the November/December newsletter combine edition.
- C. Maintenance- Mr. Looney's report included: (1) Attic repairs are progressing. (2) Both Florida Rooms releveling project will begin on Friday. (3) Ms. Allston still awaiting a third estimate for the wall repair at 15501 Prince Frederick Way. (4) Roof inspection shows that there is 33 units that have problems with the crickets and need to be replaced.
- D. Landscape- Mr. Darr stated that landscape is in pretty good shape.
- E. Emergency Preparedness- No report at this time.

9. Other Board Business-

- A. Advisory Committee Nominations- Ms. Allston stated that applications are needed by October 25<sup>th</sup> and several committee are still open.
- B. Approval of Management and Operating Agreement- After discussion, the Board approved the 2018 Mutual 16 Management and Operating Agreement with the change that was noted.

**Resolution# 22, 10/10/17**

10. Next Meeting- Tuesday, November 14, 2017 9:30AM; Sullivan Room.

11. Open Forum- None

12. Adjournment- There being no additional business, the meeting was adjourned at 10:40AM.

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David Darr, Secretary