

**MUTUAL 16 – CONDOMINIUM OF ROSSMOOR, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**SEPTEMBER 12, 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, September 12, 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 and **Stacey Carranza**, Administrative Assistant, Mutual Services.

Residents: **Dee Berkholtz, June and Bob Hortin, Julie Repeta, Kay Looney, Susan Willcoxon, Virginia Rehbehn, Ellen Darr, and Art Popper**

1. **Call to Order** – The meeting was called to order at 9:33 AM.
2. **Approval of Agenda for September 12, 2023 BOD meeting** – The agenda was approved as amended: To add Curb Painting to President Report.
3. **Approval of Minutes for August 8, 2023 BOD meeting** – The minutes were approved as presented.

**President’s Report** – **Paula Seebode** reported the atrium at 3400 Parker Creek has been cleaned up. Permission was given for PODS at 3413 St. Leonards from September 19th to the 26th. Virginia Rehbehn is retiring as Communication Distribution Coordinator after many years of stellar service. Jeannie Jones has volunteered to take her place. Bob Brunelle was thanked for helping Mutual 16 in several ways during the past month.

■ **AWM: J&M Construction Solutions LLC Proposal** –

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

To approve proposal submitted by J and M Construction Solutions LLC for pressure washing listed crickets to remove all debris along with moisture remediation in the amount as described in proposal.

**Resolution #30, 9/12/2023**

■ **ABM Approval:**

• **Mutual 16 Sign**

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

To approve ABM for two Rockland Village signs to be placed in Mutual 16.

**Resolution #31, 9/12/2023**

• **15408 Prince Frederick Way**

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

To approve ABM to paint double front doors dark green at 15408 Prince Frederick Way.

**Resolution #32, 9/12/2023**

- **15403 Prince Frederick Way**

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

To approve ABM to paint two exterior front doors blue at 15403 Prince Frederick Way.

**Resolution #33, 9/12/2023**

- **3401 Parker Creek Lane**

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

To approve ABM to paint gate in white at 3401 Parker Creek Lane.

**Resolution #34, 9/12/2023**

- **15410 Prince Frederick Way**

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

To disapprove ABM and unit owner must return window to original condition and must remove AC unit.

**Resolution #34, 9/12/2023**

- **3406 Island Creek Lane**

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

To approve ABM for installing patio doors at 3406 Island Creek Lane.

**Resolution #35, 9/12/2023**

- **EV Charging Rule-** After further discussion the Mutual 16 Board agreed to accept the proposed EV charging rule. The rule will be added to the official rules of Mutual 16.

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

Approved to accept amended EV Charging rule with one amendment: to add per vehicle.

**Resolution #36, 9/12/2023**

- **Curb Painting-** Ms. Seebode reported the Board will continue to gather information on painting house numbers on curbs.

#### 4. Vice President's Report –

- **LW BOD Meeting Updates-** Betsy Davis reported since the last meeting she has attended two LW Board meetings and two 3M meetings. There were two topics of most interest to the Mutual: First, Mr. Kimble stated the traffic engineer has made a preliminary recommendation that the Norbeck Gate house be reduced in size and an additional lane be put in. Second, at the 3M meeting they called for a Special Meeting to talk about submetering of the condominium associations that are in the 3M program. Currently, all our usage goes into a master meter where it gets read and then gets divided up. However, no one in the 3M meeting seemed to know how the figures get distributed. Part of the usage that gets divided amongst all of us are all the things that are not metered through the two Clubhouses and Administrative Building.

- #### 5. Treasurer's Report – Ed Bradley reported July 31st YTD financial report. As of that date there were no significant departures from the expected. Electric expenses were just a tad over budget. Hopefully it will remain close to the budgeted annual amount over the rest of the year and the year in general will be free of surprises.

- a. **Bills** – There were no bills.

- b. **Investments:** Morgan Stanley will acquire a \$50,000.00 CD for the Replacement Reserve with a 5-year maturity at four and a half percent.
- c. **2024 Budget:**
  - A. Property and other insurance will increase by 20% as recommended by the Mutual's insurance agent.
  - B. The Leisure World Board has not yet established the Mutual's allocation for the central administration, security, and the many other line items in Community Facilities section of the Budget as well as the television-computer bulk contract. That will increase by between 3 ½% and 10%.
  - C. Reserve Funding: The statutorily mandated Reserve Study recommendations will require an increase of 15% in the amount the Mutual funds the roof and replacement reserves.
  - D. Mutuals Operations: This component of the budget includes the funds the Mutual pays to Leisure World for the services of the accounting department, the Mutual Assistant, and the Property Manager. This line item will probably increase by 4% in the 2024 budget. The contract with the company providing the grass and landscaping work will also probably increase in amount.
  - E. Electric Expense: The information now on hand indicates that the electric expense in the 2024 Budget will be slightly higher than 2023.

6. **Secretary's Report – Chris Everett** reported all LW emails have been forwarded to M16 residents.

7. **Community Report – Robert Brunelle** presented the community report for August 2023 as distributed and answered all questions and comments.

8. **Mutual 16 Committee Reports:**

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

- 1. I have initiated a contract with J & M Construction for cricket inspection and repair for 12 large crickets at \$775.00 each and 2 small crickets at \$400.00 each for a total contract price of \$10,100. If the inspection reveals moisture under the cricket surface, J & M will initiate a proposal to remove and replace the existing damaged cricket for the additional cost of labor, at \$75 per hour, and the cost of the additional material needed.
- 2. The owner at 3405 St. Leonard's Court had informed me of a potential roof leak problem at her residence and, since this is one of the residences covered by the J & M cricket work, they will look into her problem as part of that effort.
- 3. Mr. Kent has returned from his vacation and will be beginning the Brick repair work at 15412, 15416, and 15526 Prince Frederick Way. He will also look at the brickwork at 15524 and the stonework at 15409 Prince Frederick Way

b. **M16 Landscape Report – Marcia Laundry & Betsy Davis. Ms. Laundry – Ms. Davis** continues to be our communicator with McFall and Berry and other contacts. Ms. Laundry has already started walking through the Mutual and contacting people personally who have some landscape concerns with their personal 4-foot perimeter around their homes. Rick Masemore has agreed to help Ms. Laundry with this task. We are not giving out letters until we have discussed issues with owners and given them time to address the areas of concern. We are looking at the front and back of the patio homes. Many of the boxwoods have not done well with the drought, while many evergreens in the back of units have grown past the gutters which is not acceptable. This is in addition to the prevalence of crab grass in flower beds. It will take us longer to assess all the yards, this way, but it seems the personal interaction is a much kinder route to take. We have received one proposal for the reserve study work that needs to be done behind 3404 Island Creek Ct. We have another proposal that we should receive in 2 weeks. The third proposal is in the works. We do not have a time frame for the completion of this work on the retaining wall. The recent rain has been a plus, but many trees are stressed. We are working diligently to keep our Mutual beautiful.

c. **M16 Newsletter Report – Chris Everett** reported newsletter is scheduled after photos are processed.

d. **M16 Social & Welcome Report- Kay Looney and Diane Rosenfield:** reported there are two new residents who have moved into Mutual 16. Ms. Looney also reminded everyone of the Pizza Party on Wednesday September 13th.

- e. **M16 Rules/Bylaws** – **Marcia Laundry** reported the rules committee met on Friday, Sept. 8th at 1:00 PM Our diligent work is really moving forward. We have added documentation to the Bylaws for many of the rules. We have also edited our rules to provide concise, clear rules that will ensure the continued value and beauty of Mutual 16. Bob Strade emailed his input. Dee, Art, Rhonda, Colleen, Paula, and I were all in attendance. Doug Alston emailed his opinions after our work was shared with the board. The new rule about electric vehicle charging was slightly amended so that the monthly fee would be per vehicle. There was renewed enthusiasm for our project.

## 9. Leisure World (LW) Advisory Committees

- a. **LW Security & Transportation** – **Bob Hortin** reported they have a meeting on Thursday September 14th.
- b. **LW Golf** – **Doug Allston** reported the golf course continues to do well.
- c. **LW Health** – **Jeanne Jones** submitted a report to be included in the minutes: There are two issues regarding the Medstar operations at Leisure World Medical Center that are causing some uproar in the community. This is the short version:
  - A. Advertising: Medstar has been advertising that the primary care physicians at LWMC are accepting patients ages 18 and up. Medstar’s position is that this is permissible under the new contract that was signed last year. I have heard (but do not know firsthand) that the Board of Directors has told Medstar they must cease this advertising. I have not seen the contract so I have no idea who is correct.
  - B. Social Services: Medstar physicians have been referring non-Leisure world residents to the Leisure World Social Services Department. The Social Workers are Leisure World employees, not Medstar employees. Medstar says the new contract obligates the LW Social Services department to provide services to Medstar patients without regard to whether they are LW residents. Again, I have not seen the contract so have no idea who is right. If anyone wants the long version of this they can contact me.
  - C. Education: There is a program on Prostate Cancer by a physician from NIH on September 12th at 10:30 AM in Clubhouse I. There is a program given by the LW Social Services Dept. on September 26th at 10:30 AM in Clubhouse I. This will deal with Medicare issues.

Anyone who has questions or concerns regarding the Health Committee can contact Jeannie Jones directly: [jeanmariejones1950@gmail.com](mailto:jeanmariejones1950@gmail.com)

- d. **LW Landscaping** – **Betsy Davis** reported the LW Landscaping Committee did not have a meeting in August.
  - e. **LW CPAC/Technology/Strategic Planning** – **Art Popper** made additional comments and reported the CPAC meeting summary in regards to the Norbeck Gate preliminary report from engineers.
  - f. **LW Insurance Advisory** – **Joan Allston** submitted her report to be included in the minutes: The Insurance Advisory Committee did not meet in August and have no plans to meet in September. There will be a lecture on October 3rd from 10-11:30 AM in the Crystal Ballroom: “Intersection of Reserve Studies and Insurance” Will send more information if and when I get it. I have yet to get the figures regarding Mutual 16 contributions for the Trust insurance. My understanding is that Mr. Brunelle is working to get that information.
  - g. **LW BOD Meeting** – **Betsy Davis** please see above Vice President report for LW BOD Meeting updates.
10. **Open Forum**- Susan Willcoxon asked if the street lines will be repainted where it was repaved. Mr. Brunelle confirmed they will. Ms. Laundry reported McFall and Berry has marked trees in orange to cut down and requested a proposal be submitted if additional work needs to be done.
11. **Next Agenda Meeting** – The next agenda meeting will be held on 10/5/2023 at 1:00 PM.
12. **Next BOD Meeting** – The next BOD meeting will be held on 10/10/2023 at 9:30 AM in the Rossmoor Room in Clubhouse II, as well as via ZOOM.
13. **Adjournment** – The meeting was adjourned at 11: 27 AM.