

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

November 9, 2021

Pursuant to notice previously given, a regular meeting of the Board of Directors was held via ZOOM on Tuesday, November 9, 2021, at 9:30am.

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

Management: Crystal Castillo, Assistant General Manager – Kelly Rivera, Administrative Assistant, Mutual Services

Visitors: Various unit owners

1. Call to Order – The meeting was called to order at 9:31 AM.

General Managers Report – Mrs. Castillo gave the General Manager’s report. She announced that the new General Manager, Bob Kimble, started working last week. She also gave an update on the Clubhouse 1 Project, which is still on hold, and the Gate Access Project; they are working out glitches in the software, but the Alpha team is testing. Community Shredding day is scheduled for November 13th from 10:00AM- 1:00PM in the Administration building parking lot. There were also questions and concerns about the broken gate on Georgia Avenue entrance. Mrs. Castillo stated that PPD has been fixing it, but they are now looking into replacing it. There is a new Insurance Administrator named Kenia Ibanez (kibanez@lwmc.com), who should be contacted with questions regarding Mutual 16 Master Policy and other insurance related questions.

2. Approval of Agenda for November 9th, 2021 BOD meeting– The agenda was approved as presented.
3. Approval of Minutes for October 12, 2021 BOD meeting– The minutes were approved as amended: To correct the date for the Agenda approved to October.

4. ABM-

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

To approve Elizabeth Davis’ Application for Building Modification to replace all four sliding glass doors in sunroom, to replace two section windows in two bedrooms, and to replace three section windows in dining room.

Resolution #50, 11/09/2021

To conditionally approve Janet Gilbride's Application for Building Modification to install an 80 square- foot patio in the back left corner of the home, pending PPD verification of the contractor's license and insurance information.

Resolution #51, 11/09/2021

5. Treasurer's Report- Ed Bradley

a. Bills to consider

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

To pay LWMC Invoice #199964 in the amount of \$127.50 for cleaning all gutters and downspouts, and for snaking and unclogging the underground pipe.

Resolution #47, 11/09/2021

To pay for McFall & Berry Invoice #211585 in the amount of \$9,676.50 for natural lawn anti-weed spray applications pursuant to the 2021 contract- Proposal #L20408MA.

Resolution #48, 11/09/2021

To pay for Montgomery County DHCA Invoice #INV202216485 in the amount of \$475.00 for 07/01/2021- 06/30/2022 Licensing and Registration Renewal fee.

Resolution #49, 11/09/2021

- b. Investment Actions- No Investment proposals at this time.
- c. Budget- Unit owners have not submitted any questions or comments in writing regarding the proposed 2022 Budget. Several residents asked for clarification of budget items, especially insurance premiums in face to face conversations with BOD members.
- d. Increase in condo fee- No update at this time.

6. Advisory Committees

- a. E&R- Bob Hortin – No report at this time.
- b. Golf- Doug Allston – Mr. Allston reported that golf continues to be popular. A record 2200 rounds were played by the end of August.
- c. Health- Jeanne Jones – Ms. Jones reported that second shots and booster shots were discussed at the meeting, and that the Medical Center has very limited appointments to distribute Moderna vaccine boosters.
- d. Landscaping- Betsy Davis – No report at this time.
- e. CPAC/Technology/ Strategic Planning- Art Popper- Dr. Popper reported that CPAC received many proposals. All of the proposals will be listed in the next BOD packet. They will go to subcommittees for evaluation, and then to Advisory

Committees. The Technology committee continues collecting information on Vehicle Charging, including having the BOD discuss installing a charging station in the future. He answered all questions regarding the Federal Legislation that includes charging stations, as well as the location of where these stations will be in the Mutual and the average length of time that cars will need to spend at these stations. All of these things will be discussed more in depth in the future.

- f. Tennis/ Pickleball - Dee Berkholtz- Ms. Berkholtz reported that an FEP packet was submitted, and that there is still no commitment to get the cracks in the courts fixed.
- g. Security & Transportation- Harry Geehrens- No report at this time.
- h. BOD Meeting: 10/28/2021- Mrs. Allston reported that the majority of Leisure World mutuals voted to increase the resale fee to 3%. They also implemented a strategic plan for 2021-2030, and approved the recommendation to examine in greater depth the feasibility of adding new residential units in order to address the financial needs of Leisure World. She also stated that they approved changes to the standing rules effective January 1st, 2022, and for the community rules are to be removed from the resident website until they are reviewed and updated. A non-discrimination policy was adopted, in accordance with all relevant laws, for equitability to all residents and employees in LW. The recommendations of the special Technical Committee to approve a copier contract with DCA for \$11,090.00 per month was accepted, effective November 1st, 2021. The Executive Committee will provide work directives in the name of the BOD to Kevin as senior advisor to the Leisure World Community Corporation.

7. Mutual 16 Committee Reports:

- a. M16 Newsletter- Chris Everett- Mr. Everett thanked everybody who has been providing content for the Newsletter, and he stated that he'll appreciate any contributions and/ or ideas anyone else may have. He also stated that the deadline for submitting material is the Friday after the Monthly meeting.
- b. Maintenance-Jack Looney- Mr. Looney is waiting for bids to fix house settling at 3308 Parker Creek and Florida room cracks at 15504 Prince Frederick Way. Mr. Looney stated that he is still waiting for invoices for gutter cleaning from PPD.
- c. Social- Paula Seebode- Ms. Seebode stated that the Potluck Holiday Party invitations have been distributed. The party will be on December 4th at 6PM, and people were asked to let the Committee know if they plan to attend and what they wish to bring to the party.
- d. Park- Paula Seebode- Ms. Seebode reported that the park was cleaned and trimmed, and that pumpkins and decorations will be kept until after Thanksgiving.
- e. Landscape- Doug Allston- Mr. Allston presented two proposals from McFall & Berry.

Upon motion duly made and seconded, the Mutual 16 Board approved,

McFall & Berry's 2022 Recommendations Proposal #L21498AA to provide two applications of Preem (soybean based product) to all lawn areas during early Spring (March/ April) of 2022; to provide one application of Fiesta (Iron based product) to all lawn areas during late Spring (April/ May) of 2022; and to provide a spot treatment of Fiesta to weedy areas of lawn during early Summer (June/ July) of 2022 in the amount of \$8,580.00 upon work completion

Resolution #52, 11/09/2021

McFall & Berry's Tree Proposal #T21569AA to take down and remove declining Crimson King Maple Tree with stump located at 3400 Parker Creek Lane; to take down and remove declining Crab Apple Tree with stump located at 3308 Solomons Court; and to take down and remove two large White Pine Trees and flush cut stumps located at 3315/7 Solomons Court in the amount of \$2,825.00 upon work completion

Resolution #53, 11/09/2021

8. Open Forum- Mr. Joe Halpin stated that the Washington Post section of the Newspaper posted a discussion about popcorn ceilings and asbestos. He wanted to know if anyone in the Mutual has had a sample taken and tested for this. Ms. Greer offered to ask and look into it when she gets work done in her home's ceiling, and she will report back to the Board.
9. Next Agenda Meeting – Agenda meeting will be held on 12/2/2021 at 1PM in Club 2.
10. Next BOD Meeting – The next Mutual 16 Board meeting will be held 12/14/2021 at 9:30 AM via Zoom.
11. Adjournment – The meeting was adjourned at 10:42 AM.



General Manager's Report

November 2021

November 17, 2021

Community Financials

For the period ending October 31, 2021, net operating expenses were \$64,100 under budget.

Year-to-date, net operating expenses were approximately \$128,300 under budget.

Property Transfers

In the month of October, there were 33 property transfers, which totaled \$151,400 in transfer fees.

Update: Gate Access Project

The alpha test group has restarted testing now that the new RFID readers have been installed. Testing at the Norbeck gate is working better than previously reported. The visitor management module has been consistently functioning as expected throughout the testing process. To prepare for utilization of the visitor management module, residents can view a tutorial at <https://community.dwellinglive.com/residents> to get a jump start on utilization of the website to manage guests. The roll out of the visitor management module will take place in conjunction with the community-wide gate access project roll out.

Comcast Office Status

The Comcast office located in Clubhouse I is open every Wednesday from 10am to 3pm. The office is closed for lunch from 12pm to 1pm. Management is in discussions with Comcast Management regarding the staffing of the office for the contracted 3 days per week. At this time, demand has been very low.

Admin Building Space Planning Report

The CPAC subcommittee continues to meet weekly with RLPS Architects on floor plan use options that meets staff programming requirements. The existing Admin Building has 30% less area than the new Admin Building as designed by RLPS who has met the design challenge with a workable solution. At the beginning of the space plan process, RLPS provided architectural programming services using staffing area calculations. Floor Plans for both options will be presented to the CPAC Advisory Committee and then to the LWCC for consideration. RLPS Architects will present the two design options.

2022 Replacement Reserve Study Report

No revisions have been made to the spreadsheet previously provided.

Upcoming Office Closures:

- **November 25—**
Thanksgiving Day
- **December 25—**
Christmas Day
- **January 1 —**
New Year's Day

HR Corner

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

LWMC has the following open positions:

- Assistant Director, HR (HR)
- Maintenance Assistant (6C)
- Property Manager (20B)
- Sanitation Driver (PPD)
- Sanitation Helper (PPD)
- Special Police Officer (Security)

Reserve Study for Trust Property Contract Report

DMA Reserves LLC proposal was selected by the PPD AC Subcommittee as the best consultant for Reserve Study services. Concurrence of the proposal acceptance occurred at the PPD AC meeting on 11/16. DMA will be working with LWMC providing data information for their review and pending onsite elevation process beginning in early December.

Civil Engineering Services Contract Report

PPD Management continues to monitor the Gleneagles Drive culvert condition and replacement. O'Connell & Lawrence, civil engineers, will be providing design and construction oversight services. O&L provided LWMC a proposal for SWM condition and cost evaluation for replacement reserve purposes. A second proposal from Stantec Consulting for stormwater evaluation services is in the process of being obtained for comparison.

Project Status Updates

Clubhouse I Status Report

Montgomery County permits have finally been issued and groundbreaking occurred on Wednesday 11/16. Limits of Disturbance inspection and approval was granted by MC. Perimeter silt control fencing, and chain link security fencing will be installed next week. Demolition of existing site features will follow. Parking will be restricted near the construction area during daytime hours.

Admin Building – Construction Cost Update

Comparison report between development of the new RLPS designed building or renovation of the existing Admin building is being prepared for review at an upcoming LWCC Board working session – date to be determined.

Willson LLC (Showroom) Lease Extension

The Willson Showroom continues to provide quality kitchen and bathroom renovation services to Leisure World residents while completing their third year of operation after being outsourced from PPD. Brian Willson, tenant and owner, requested an earlier extension to his lease from a 5 plus 5 to a 3 plus 7 year arrangement in order to have assurances for a longer operational term needed reduce risk of hiring additional staff. His operation has grown to 12 employees with three work crews due to increased work volume. His base rent has increased to \$55,000 annually and his percentage rent, based on sales over \$1 million, has decreased slightly for a fairer arrangement to maintain his business services.