

**REGULAR MEETING
BOARD OF DIRECTORS
MUTUAL 18 – CONDOMINIUM OF ROSSMOOR, INC.
August 5, 2014
Sullivan Room**

Res. #33 - #38

A regular meeting of the Board of Directors of Mutual 18 was held in the Sullivan Room, Administration Building, 3701 Rossmoor Boulevard, Silver Spring, Maryland, on Tuesday, August 5, 2014 at 1:28 p.m.

Present: Joel Swetlow, President; Emory Ellis, Vice President; Dave Pollack, Secretary; Patty Eaton, Treasurer; James Grimes, Ray Fox.

Management: Tim Coursen, General Manager; Gloria Robar, Mutual Assistant

Visitors: Pat Fox, Rincy Pollack, Angela Riani, Carol Sloan

1. **Call to Order** – Mr. Swetlow called the meeting to order at 1:28 p.m.
2. **Adoption of Agenda** – The agenda was adopted as amended. Add: 9. Unfinished Business- B. Roberson Easement Update. 10. New Business- B. Corner of Fitzhugh & Hackney. C. Insurance Reimbursement. D. Veterans' Day Luncheon. E. Garage Door Replacement. F. Bonifant Bed Replacement. G. Who Pays List-Clarification. H. Siding Quotes.
3. **General Manager's Report** – Mr. Coursen presented the General Manager's Report for August 2014. All questions and comments were responded to by Mr. Coursen.
4. **Approval of Minutes** – The minutes of July 1, 2014 were approved as presented.
5. **President's Comments**- Mr. Swetlow's comments included: A. WSSC and resulting damages due to the repaving work. Mutual 18 were offered \$12, 496, but would be responsible for pavement repairs. Jolene King, is the LW contact person and has requested assistance from Senator Ben Kramer. An attempt is being made to contract the repaving work for all involved mutuals at a lower rate and at the same time. B. The annual Smoke Detector inspection is due. C. Dryer Vent Cleaning is done every 3 years, if necessary have cleaning done (fire hazard). D. Garage Doors- Cordes and Ellis units-Mutual pays for doors only. E. Siding Project-September 2, 2014 meeting will be focused on this subject and Ronny Cabrera, Special Projects has been invited to attend the meeting. Mr. Cabrera will be responsible for the entire project/his oversight time will be charged to Mutual 18. F. Mr. Swetlow is requesting volunteers for the position of Landscape and Property Management Committee Chairs. A form has been developed for landscaping violations. G. Copies of the explanation of the Leisure World 2015 Budget and McFall/Berry survey are available for viewing.
6. **Treasurer's Report**-
 - A. **AR Status Report** – Currently there is \$931,000 in the Reserves.

Upon motion duly made by Patty Eaton, the Board agreed,

To approve the payment of \$204.84 to LWMC (38247) for the replacement of the main cut-off valve @ #73-C (Pollack).

Resolution #33, 8/5/14

To approve the payment of \$9.00 to the ER Department for the running off of additional copies of Mutual 18's Annual Meeting agenda packets on May 13, 2014.

Resolution #34, 8/5/14

7. Mutual 18 Committee Reports-

- A. **Hospitality Committee-Swetlow-** There was no report at this time.
- B. **Landscape Committee-** Ms. Grunder called the Grounds Department to trim trees to its approved height.

8. LW Advisory Committee Reports-

- A. **Community Planning – Swetlow-** The Fitness Center was primary subject of the meeting.
- B. **Education/Recreation – Sloan-** Ms. Sloan's report included: (1) Major issue- placement of equipment and how many. (2) Stacy Sigler has resigned as ER Director. (3) Discussion on temperature and condition of the swimming pool.
- C. **Energy – Nicosia-** Mr. Nicosia's report included: (1) Energy Fair being considered. (2) Heat transfer. (3) Energy Guidelines-solicit comments from the Community. (3) Sub Metering-Mutual 9 is requesting Mr. Nicosia to speak to its Board. (4) Role of the Energy Advisory Committee-work on E-rating.
- D. **Health – West-** Mr. West stated that all of MedStar Health Center is closed on Saturdays. Committees on Falls and Mental Health have been formed.
- E. **PPD – Swetlow-** There was no report at this time; however, bids for the Salt Shed has been sent out.
- F. **Restaurant – Eaton-** There was no report at this time.

9. Unfinished Business –

- A. **Kilsheimer Account-** The Kilsheimer estate is requesting reimbursement for roof repair using an outside contractor, as well as cost for interior repairs, totaling \$4,800.
- B. **Roberson Easement Update-** The easement approval rate to date is 58.84%.

10. **New Business** –

A. **Smoke Detector Project**- after discussion,

Upon motion duly made by Clifton West, the Board agreed,

To obtain a proposal for the replacement of batteries in all original detectors and to replace a smoke detector if it has exceeded its 10 year life span and to replace said smoke detectors with 10 year life batteries.

Resolution #35, 8/5/14

B. **Corner Landscaping at Fitzhugh & Hackney**- Subject postponed to a later date.

C. **Insurance Reimbursement**- after discussion,

Upon motion duly made by Emory Ellis, the Board agreed,

To approve the reimbursement of \$5,000 (Insurance Deductible) to LWMC from Mutual 18 in connection with the water damage occurrence on 1/17/14 at 15602 Hackney Lane, #81-B (Kilsheimer).

Resolution #36, 8/5/14

D. **Veterans' Day Luncheon**- after discussion,

Upon motion duly made by Emory Ellis, the Board agreed,

To contribute the amount of \$100.00 to the Veteran's Day Luncheon to be held in November 2014.

Resolution #37, 8/5/14

E. **Garage Door Replacement**- after discussion,

Upon motion duly made by Clifton West, the Board agreed,

To approve the two Fred C. Johnson Proposals, in the amount of \$1,005.00 each, to replace the garage doors at 3501 Tarkington Lane, #67-A (Ellis) and 3633 Tarkington Lane, #56-A (Cordes). Glass panels are to be paid by the mentioned residents.

Resolution #38, 8/5/14

F. **Bonifant Bed Replacement**- after discussion, it was agreed that Mr. Swetlow will contact Richard Jones, Grounds Department, to have subject area given more emphasis in landscaping and maintenance.

G. **Who Pays List Clarification**- after discussion, it was agreed that an explanation of what constitutes destructive pests both interior and exterior

and whether the resident or Mutual is responsible for charges be placed in the Who Pays List. Mr. Swetlow will incorporate the changes into the Who Pays List.

H. Siding Quotes- Subject is postponed to the September 2, 2014 meeting.

11. Open Forum – There were no items from the Floor.

12. Next Meeting – Next meeting-Tuesday, September 2, 2014-1:30 P.M.-Sullivan Room

Joel Swetlow, President