

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, AUGUST 21, 2018

Resolution #63- #75

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Sullivan Room on Tuesday, August 21, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O’Reilly, Vice President; Barbara Palmer, Treasurer; Laura Wiltz, Secretary; Roger Blacklow, Director; Rick Kaiser, Director.

Board members Absent: Elizabeth Leanza, Director.

Management: Kelly Barton, Mutual Assistant; Kevin Flannery, General Manager.

Visitors: Mary Lamb, Ruth Hunter, Sharon Moores, James Moores, Cathy Madden, Jessie Fitzpatrick, K. Viney, Mary Vaughan, Jane Carona, V.S Rabinow.

1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mr. Radcliffe welcomed all the visitors in attendance.
3. General Manager’s Report – Mr. Flannery presented the general manager’s report for the month of August 2018.
4. Adoption of the Agenda – The agenda was approved with modifications
5. Approval of July 19, 2018 Regular Meeting Minutes – The minutes were approved as presented subject to corrections.
6. President’s Comments – Mr. Radcliffe
7. Reports – Officers/Committee Chairs
 - A. Secretary’s Report – Laura Wiltz –
 - (1) Unit Status Report – The report was presented and made available to the board.
 - B. Treasurer’s Report – Barbara Palmer –Invoices –

Under \$1000.00:

1. \$10.07 McFall & Berry: Addendum to contract: Addendum B annual Fee (June 1- November 1). Six-month total = \$513.14. Resolution # 21 previously paid \$503.34. Payment should have been \$513.41
2. \$36.00 Orkin Pest Control Account #25355061: Pest control services for 15151 Vantage Hill Road, Building #9.
3. \$36.00 Orkin Pest Control Account #25355061 : Pest control services for 1 Vantage Hill Court, Building #3
4. \$36.00 Orkin Pest Control Account #25355061 : Pest control services for 15111 Glade Drive Apt. 1G. Building #12.
5. \$45.00 LW-M type IN136903: Checked leak in kitchen ceiling at 3501 Forest Edge Dr. Unit 14-2E – found to be a roof leak – follow- up needed.
6. \$45.00 LW-M type IN136654: Found no water gushing from back hose bib AT 10 Vantage Hill Ct. Unit 1-A . Resident did not care to have hose bib replaced, it entails moving large shelf. Mutual charge confirmed by Jocelyn.
7. \$45.85 LW-M Type IN137490: Installed one new elbow on the gutter by the front entrance of 15137 Vantage hill Rd Unit 7-A.
8. \$69.81 LW-M Type IN136223: Waste bag pole near the end of Vantage Hill Road was reinforced with sakrete.
9. \$80.00 Pet Waste Eliminator IN42660828: Pet waste eliminator bags 200/roll.
10. \$86.50 Orkin IN171547788: Monthly PC for 15111 Glade Dr. Building 12 traps.
11. \$90.00 LW- M Type IN136202: Adjusted hinges on trash room doors using longer screws at 15100 Glade Drive. Building #11. Reset the catch to hold it closed.
12. \$104.85 LW- M Type IN136210: Replaced the hose bib for the lobby area in front of building #16.
13. \$112.50 LW-M TYPE IN137886: Repaired ceiling stains in living room, kitchen and guest room at 15123 Vantage Hill Rd. Unit 5-A.
14. \$115.44 Harris Teeter Reimbursement: Leona O'Reilly seeking reimbursement for visa gift card for Jocelyn Ruiz.
15. \$119.52 Orkin IN170451954: Monthly PC for Forest Edge and Vantage Hill.
16. \$154.40 LW-M Type IN137107: Found clogged condensate drain line. Blew out drain and charged system using 1 lb. of R-22. System is working but condenser coil will need cleaning, but customer had to leave. 15121 Glade Dr. Unit 13-2b.

17. \$198.00 LW-M Type IN136929: Tested emergency light in building 10-16, all working fine. Building 17 bulb out by 3F.
18. \$126.06 LW-M Type IN136554: Waste bag pole near end of Vantage Hill Road was reinforced with sakrete.
19. \$250.00 Bel Pre Glassworks, Inc. IN74261: Replacement window pane – 1/16” clear plate glass 10-5/16 x 33- ½ installed at 3510 Forest Edge Apt 2-B.
20. \$260.65 LW M-Type IN137443: Found leaking, clean out cap between the walls for the master guest bathroom. Needed to cut out drywall, replaced 3” cap. The iron pipe serves multiple units. Work don’t at 3500 Forest Edge Dr. Unit 15-1F
21. \$433.00 Rees Broome, PC. IN1067846: Open file; confirm ownership with county land records; perform search for social security number; check bankruptcy records for filling; enter information into collection system; create excel spreadsheet and begin case. Receive and review account statement; prepare notice of intent to record lien; arrange for service of notice. Response to lien letter received raising water damage issue. Ms. Hooker telephones advised her I cannot speak with her directly since she is represented by counsel. Private processing service.
22. \$137.58 Reimbursement to Ms. O’Neil – Reimbursement for replacing the missing art work in building 12.

A motion was made and seconded and passed unanimously:

To approve the payment of invoices under \$1000 in the amount of \$4,796.40.

Resolution #63, 8/21/2018

Over \$1,000.00

A motion was made and seconded and passed unanimously:

1. \$3,880.00 Dynalectric IN24520: Labor to perform the infrared scanning of the electrical equipment at buildings #10-#17 in accordance with site visit.

To approve the payment of Dynalectric IN24520 in the amount of \$3,880.

Resolution #64, 8/21/2018

A motion was made and seconded and passed unanimously:

2. \$2,600.00 Bostic & Sons: Stained both sides of fences at 8 buildings in Mutual 14. Then coat with Marine Spar Varnish. Repair all gates and latches that need repaired.

To approve the payment of Bostic & Sons in the amount of \$2,600.00

Resolution #65, 8/21/2018

C. Property Maintenance Committee – Rick Kaiser

(1) PMC Minutes – – Reported there is art work missing in building 12 which will cost \$137.58 to be replaced. Mr. Kaiser also requests that we replace inexpensive plants that are missing in the 8 lobbies and a bill will be submitted when the job is done.

Rick Kaiser reviewed the work for the reserve study and concluded that they will put together a presentation for the board to review the reserve study.

A motion was made and seconded and passed unanimously:

To approve the replacement of missing art in building 12.

Resolution #66, 8/21/2018

A motion was made and seconded and passed unanimously:

To approve the replacement of the plants missing in each of the 8 lobbies.

Resolution #67, 8/21/2018

D. Building Rep. Committee – Laura Wiltz –

(1) Building Rep. Minutes – The meeting was held on August 14, 2018. Building 17 representative Valentin Lui will be resigning as building representative. A letter of appreciation will be sent. Mrs. Carona is proposed as the new representative. She will recruit her back-up.

A motion was made and seconded and passed unanimously:

To approve appointment of Ms. Carona as Building Representative for Building 17.

Resolution #68, 8/21/2018

E. Landscape Committee – Sharon Moores – Last meeting was August 20, 2018. Reported McFall & Berry is a little behind on work due to rain.

F. Social Committee – Sharon Moores- Sixty people in attendance for the ice cream Social. Expenses were \$336.57, prizes for bingo were \$100.00, and check book now sits at \$444.95. Next function is a picnic on September 8, 2018, rain or shine.

8. Unfinished Business –

A. Proposed name for our Mutual – Roger Blacklow – We have decided to table the decision till next meeting.

B. Lamb Property - There will be a closed meeting on September 5, 2018 at 9:30 in the Sullivan room to discuss legal issues with the Lamb property

A motion was made and seconded and passed unanimously:

To have a closed Meeting on September 5, 2018 at 9:30 in the Sullivan room to discuss legal issues with the Lamb property.

Resolution #69, 8/21/2018

C. Stansbury Contract – The original contract did not take into consideration the minimum wage for Montgomery County.

A motion was made and seconded and passed unanimously:

To approve new contract with Stansbury to be in compliance with the minimum wage for Montgomery County.

Resolution #70, 8/21/2018

New Business –

- A. 2019 & 2020 Audit Engagement Proposal – The cost for the Audit by Malvin Riggins & Company would be \$4700 for 2019 and \$4800 for 2020.

A motion was made and seconded and passed unanimously:

Approve the payment of \$4,700.00 to be paid to Malvin Riggins & Company to audit Mutual 14 financial statements for the 2018

Resolution #71, 8/21/2018

- B. Avon Contract – In order to move forward with the Lamb Property, the lawyers informed us we have to apply for a building permit. The proposal for the structural improvements for the Lamb property is for \$48,718 and there will need to be a 20% deposit of \$9744.

A motion was made and seconded and passed unanimously:

To approve the Avon Corporation proposal in the amount of \$48,718.00

Resolution #72, 8/21/2018

A motion was made and seconded and passed unanimously:

To approve the 20% deposit payable to Avon Corporation in the amount of \$9744 from the replacement reserve funds.

Resolution #73, 8/21/2018

- C. Operations procedures for the fire alarm systems – Working on coordinating with security.
- D. Delinquent Condo Fees – Mr. Radcliffe reported two big delinquency but overall the delinquencies are very low in comparison to the rest of Leisure World.

- E. Rental Policy – Mr. Blacklow assisted by Ms. Wiltz will get rental policy moving forward. Mr. Radcliffe will send materials to Mr. Blacklow. We will need to send out notice in advance about what the bylaw change is so residents are able to vote on it.
- F. ABM 15100 Glade Drive, Building 11 #2C – Request to replace two sliding glass windows (Cruz).

A motion was made and seconded and passed unanimously:

To approve the removal and replacement of two windows at 15100 Glade Drive, Building 11 #2C

Resolution #74, 8/21/2018

- G. McFall & Berry Landscape Proposal #T18374 – To prune limbs off roof line and from over gutters at 15121 Glade Drive.

A motion was made and seconded and passed unanimously:

To approve The McFall and Berry landscape proposal #T18374 for \$390.00 to prune limbs off roof line and from gutters at 15121 Glade Drive.

Resolution #75, 8/21/2018

9. LWCC Advisory Committees –

- A. Education & Recreation – Beth Leanza – No report at this time.
- B. Restaurant – James Moores – New computers are in at the restaurant and we hope this will help to speed up the service. The restaurant is considering starting grill bucks again which offers up to a 30% discount depending on how many grill bucks you want to buy.
- C. Emergency Preparedness – No report at this time.
- D. Security & Transportation – No report at this time.
- E. 2019 Advisory Board Committee – form to be included in newsletter.

10. Open Forum –

- Questions regarding the move in and move out fee and whether its supposed to cover the damage caused by people moving in and moving out.
- Request to have property maintenance committee put the issue regarding birds and their nests around the mutual put on their upcoming agenda.

-The question regarding the leak in building 15. And if we are going to put that on hold at this time can we look into having Father and Son power wash the catwalk ramp outside of building 15.

11. Next Meeting – Tuesday, September 18, 2018 at 9:30 a.m. in the Sullivan Room.

12. Adjournment – The meeting was adjourned at 11:02 p.m.

Laura Wiltz, Secretary