

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, NOVEMBER 19, 2019

**Resolution #134-#153**

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, November 19, 2019 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;  
Roger Blacklow, Secretary; Jane Carona, Director; Beth Leanza, Director;  
Leona O’Reilly, Director

DIRECTORS ABSENT: Laura Wiltz, Treasurer

MANAGEMENT: Kevin Flannery, General Manager  
Jennifer Quinteros, Mutual Assistant

VISITORS: Richard Bombach, Sherri Crisp, Jessie Fitzpatrick, Julie Gibbons,  
Rick Kaiser, Mary Lamb, Gary Leber, Cathy Madden, Barbara Martin,  
Sharon Moores, Jim & Linda O’Neil, Don Pruett, Jackie Rabinow,  
Mary Vaughn, Kathy Viney, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager’s Report – Mr. Flannery presented the General Manager’s report for the month of November 2019. All questions and comments were responded to by Mr. Flannery.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes –
  - A. October 15, 2019 Regular Board Meeting Minutes – The October 2019 Regular Board Meeting minutes were approved as presented.
  - B. November 4, 2019 Open Meeting Minutes– The November 2019 open meeting minutes were approved as presented.

- C. Notice of Open Board Meeting for Vote of Closed Meeting – The notice of the closed meeting was distributed to the Board for their review.
  - D. November 4, 2019 Closed Meeting Minutes – The November 4<sup>th</sup> closed meeting minutes were approved as distributed to the Board.
5. President’s Report – Ms. Hunter reported Comcast has completed the majority of the Mutual 14 installations. She attended the LWCC Board meeting, they are in the process of reviewing contracts. In addition, six residents alongside the Board attended the Bylaw Amendment Open meeting. She reminded the membership to submit their ballots concerning the proposed bylaw and unofficial mutual name change.
6. Reports – Officers/Committee Chairs –
- A. Secretary’s Report
    - (1) Unit Status Report – The unit status report was presented as distributed.
    - (2) Building Lobby Items – Mr. Blacklow reminded residents to not leave magazines or any items in the lobby areas.
    - (3) Carports – Mr. Blacklow and Julie Gibbons inspected all the carports throughout the Mutual, he mentioned that a few carports had items stored (furniture and empty gasoline cans). He posted notices to inform the membership to keep carports clear of unauthorized items.
  - B. Treasurer’s Report – The treasurer’s report was distributed for the Board’s review.
    - (1) 2019 Audit – Upon motion duly made, the Board agreed,
 

To engage the audit firm of Gross, Mendelson to perform the Mutual 14 2019 audit.

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- (2) Invoice(s) under \$1,000.00 – Upon motion duly made, the Board agreed,

To approve payment of the following invoice(s) **under \$1,000.00:**

1	\$84.80	GL Code: 620200- 100006	<b><u>Pet Waste Eliminator Invoice #42834005</u></b> – Pet waste eliminator bags 200/ Roll, 100% Recycled *shipment 3 of 6* 10/02/19
2	\$472.50	GL Code:	<b><u>LWMC Physical Properties Invoice #164674</u></b> – Turned all electric heaters in the lobby and trash

		620300-100007	room. Also turned elevator heaters on too. All baseboard heaters and thermostat are functioning ok in buildings 10-17. 10/17/19
3	\$193.47	GL Code: 620300-100007	<b><u>LWMC Physical Properties Invoice #164321</u></b> – Work performed: Replaced bulbs for emergency lights to buildings 11-3A, 11-3A stairs and 17-2A 10/10/19
4	\$202.00	GL Code: 620300-100007	<b><u>LWMC Physical Properties Invoice #164294</u></b> – Work performed: Tested emergency lights in buildings 10, 12-16 are all working. Some lights in building 11,17 were out. Specifically, 11-3A. 3A stairs and 17-2A 10/10/19
5	\$84.42	GL Code: 620200-100006	<b><u>LWMC Physical Properties Invoice #164208</u></b> – Work performed installed door stop with rockite. Bldg. #15 10/8/19 **Hold..Jenn emailed Leslie 11/21/19-Confirming if under warranty-Broken again**
6	\$125.00	GL Code: 620900	<b><u>Orkin Pest Control Invoice #192441950</u></b> – Treatment and removal of wasp nest at 3501 Forest Edge Dr. 9/19/19
7	\$241.84	GL Code: 621000-100006	<b><u>LWMC Physical Properties Invoice #164830</u></b> – Work performed: System is snapped in hose bib. Shut off main and capped hose bib. Access will need cut open in front closet to replace hose bib and add shut off for hose bib. Mutual charge per Board of Directors. 12 Vantage Hill Ct. #1-B (Perry) 10/21/19
8	\$119.38	GL Code: 620300-100007	<b><u>LWMC Physical Properties Invoice #164877</u></b> – Lampholder fluorescent LEV13357N. Bldg. #11 carport lt. Bldg. 11 Carport lt. 10/21/19
9	\$523.68	GL Code: 621400-100002	<b><u>LWMC</u></b> – Addendum to contract- Addendum B – watering. Annual fee (June 1-November 30).
10	\$420.00	GL Code: 621400-100002	<b><u>McFall &amp; Berry IN205068</u></b> – Watering per attached – 9/5; 9/11; 9/19; 9/23 10/16/19
11	\$462.00	GL Code: 621400-100002	<b><u>McFall &amp; Berry IN204881</u></b> – Watering per attached – 8/2; 8/8; 8/13; 8/19; 8/29 9/19/19
12	\$501.50	GL Code: 611900-100001	<b><u>Rees Broome, PC Invoice #1139879</u></b> – For professional services rendered through October 31, 2019. 10/2/19 Review and respond to email from Board President re:draft collections policy; review draft collections policy.; 10/3/19 Review and respond to email re: collections policy and promissory note; review bylaws re: assessments owed by joint owners.; 10/9/19 Review the

			Association's governing documents; revise the associations collection policy.; RE: 000001 Collections; RE: 000002 Vivian M. Layman 10/31/19
13	\$146.00	GL Code: 611900- 100001	<b>Rees Broome, PC Invoice #1139737</b> – RE: 000001 Collections; RE: 000002 Vivian M. Layman Professional services rendered through October 31, 2019. 10/31/19

**Resolution #135, 11/19/19**

(3) Reimbursement(s) – Upon motion duly made, the board agreed,

To reimburse Roger Blacklow in the amount of \$358.70, for the purchase of the welcome packet file folders and the universal tech cork Board's. GL CODE: 612500

**Resolution #136, 11/19/19**

Upon motion duly made, the board agreed,

To reimburse Linda O'Neil in the amount of \$76.59, for the purchase of the paint samples utilized in the ADC presentation. GL CODE: 620200-100006

**Resolution #137, 11/19/19**

(4) Insurance Claim(s) – Upon motion duly made, the Board agreed,

To approve payment of the following insurance claim:

\$273.77      Ice maker line leaking. A&A completed service of water clean-up. 3511 Forest Edge Dr. #17-3E (Karumaratna) Date of Occurrence: 10/8/19

**Resolution #138, 11/19/19**

(5) Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner at 3511 Forest Edge Dr. (Karumaratna), in the amount of \$273.77, due to the ice maker line leaking, causing A&A Restoration to perform the service of water clean-up.

**Resolution #139, 11/19/19**

(6) Collection Policy – The Mutual 14, draft collection policy was presented as distributed for the Board's review. Upon motion duly made, the Board agreed to,

send out the draft collection policy for the review of the membership.

**Resolution #140, 11/19/19**

C. Property Maintenance Committee –

- (1) RFP – Ms. Viney reported that she has been in contact with an architect who is in the process of developing standards for balcony enclosures. He has completed the preliminary plans and will attend the December 5<sup>th</sup> PMC meeting. In addition, Ms. Hunter mentioned that the architect had contacted her to attend the December Board Meeting to address any questions or concerns the Board may have. Upon motion duly made, the Board agreed,

To invite the Architect to attend the December Regular Board Meeting to address any questions or concerns.

**Resolution #141, 11/19/19**

- (2) PMC Minutes – The November 7<sup>th</sup> property maintenance committee minutes were provided for the memberships review.

- (i.) JustDoors Proposal #1247 – Bldg. #16 Lobby Door – Deferred. The door has been repaired.

- (ii.) Enhancements Proposal – Repair Work – Upon motion duly made, the Board agreed,

to accept the Enhancements, Inc. proposal and approve payment upon completion, in the amount of \$5,420.00, for the repair of all six trash room ceilings at 15100, 15101, 15111 Glade Dr. and 3500, 3510 and 3511 Forest Edge Dr.

**Resolution #142, 11/19/19**

- (iii.) ABM - #13-3A (Snell) – Upon motion duly made, the Board agreed,

To accept the Application for Building Modification from the unit owner at 15121 Glade Dr. #3A (Snell), to replace the existing vinyl slider windows with new sliding windows. All work is to be completed by Rockville Window & Door Co. as stated in the application.

**Resolution #143, 11/19/19**

- (iv.) ABM - #12-1D (Ames) – Upon motion duly made, the Board agreed,

To accept the Application for Building Modification from the unit owner at

15111 Glade Dr. #1D (Ames), for the lighting/ electrical work to install the new ceiling fans, chandelier, lights and thermostats has. All work is to be completed Bostic & Sons as stated in the application.

**Resolution #144, 11/19/19**

- (v.) J&M Construction – Bldg. #17 Awning Proposal – Upon motion duly made, the Board agreed, with two oppositions, Jane Carona and Leona O’Reilly,

To accept the J and M Construction Solutions LLC proposal in the amount of \$4,250.00, and approve payment not to exceed \$5,000.00, for the replacement of the awning at Bldg. #17, 3511 Forest Edge Dr.

**Resolution #145, 11/19/19**

- (vi.) Paint Colors for Building Trim and Railings – Upon motion duly made, the Board agreed, with one abstention, Bobbie Palmer,

To approve the recommendations from the ADC to use the two shades of gray, for the two different colors of the exterior building bricks.

**Resolution #146, 11/19/19**

- D. Social Committee – Ms. Moores expressed her gratitude for everyone that attended the Hallo-Thanks-Mask Party.
- E. Landscape Committee – Ms. Moores mentioned the weeping cherry was removed between building #14 and Building #17. She reminded residents that if anyone sees anything concerning landscaping to contact her. McFall & Berry is in the process of scheduling leaf removal in the carports. A notice will be posted prior to the beginning of the project.

(1) McFall & Berry Proposal #19524AA – Corn Gluten Park – Deferred until February.

7. Unfinished Business –

- A. Balconies – Mr. Blacklow is in the process of creating a map for the balconies that are in question. In addition, he is hopeful to set a policy in place for any future issues concerning all balconies. Additional information will be provided at the December Board Meeting.
- B. CCOC Hearing – There is a CCOC hearing scheduled for Thursday, December 12, 2019. Upon motion duly made, the Board agreed,

To not seek legal representation and authorize the Mutual Board President to represent Mutual 14 at the CCOC Hearing.

**Resolution #147, 11/19/19**

C. Budget Report – Ms. Palmer presented the Budget Report in the absence of Ms. Wiltz, as distributed.

(1) Proposed 2020 Budget – Upon motion duly made, the Board agreed,

To approve the proposed 2020 budget as mailed to the membership.

**Resolution #148, 11/19/19**

(2) Budget Committee Meetings – Upon motion duly made, the Board agreed,

That future quarterly committees be held on the second Monday of February, May, August, and November in order to address current quarterly financial reports.

**Resolution #149, 11/19/19**

8. New Business –.

A. Diversified Solutions Presentation – Ms. Hunter requested a vote from the Board to hold a closed session on Monday, November 25, 2019 to review contracts. She drafted a letter to Kevin Flannery, General Manager requesting the return of December fees of the 2019 Supplementary Contract, due to the absence of a Special Projects manager during this time. Upon motion duly made, the Board agreed,

To authorize Ruth Hunter, Mutual President to request the fees since November 9, 2019 of the 2019 Supplementary Contract, due to the absence of a Special Projects manager during this time.

**Resolution #150, 11/19/19**

Upon motion duly made, the Board agreed, (Bobbie Palmer, VP; Roger Blacklow, Secretary; Directors: Jane Carona, Beth Leanza, and Leona O’Reilly),

To hold a closed meeting on Monday, November 25, 2019 at 10:00 a.m. in the Annapolis Room of Clubhouse I for the purpose of reviewing contracts.

**Resolution #151, 11/19/19**

Upon motion duly made, the Board agreed,

To seek legal counsel (Nicole) from the attorney not to exceed \$1,200.00 to review contracts.

**Resolution #152, 11/19/19**

B. Correspondence – Michael Mafinsky – The Board reviewed the correspondence submitted by the unit owner (Michael Mafinsky) of 3501 Forest Edge Dr. #1F requesting funds from a previous insurance issue. Upon motion duly made, the Board

agreed,

To deny the request from Michael Mafinsky, due to the Mutual not having jurisdiction over the requested funds.

**Resolution #152a, 11/19/19**

- C. Request for Waiver – Jose Garcia – The Board reviewed and discussed the correspondence from the unit owner (Jose Garcia) of Bldg. #12-1E, requesting authorization for his mother and father to reside in his unit. Upon motion duly made, the Board agreed,

To accept the request from the unit owner (Jose Garcia) of #12-1E, for his mother and father to reside in the unit.

**Resolution #153, 11/19/19**

9. LWCC Advisory Committee –
- A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.
- B. Security & Transportation – Ms. Carona presented the S&T report as distributed.
- (1) RFID – Don Pruett – Don Pruett distributed a document for the memberships review.
- C. Other Advisory Committees – None at this time.
10. Open Forum – All questions and comments were responded to by the Board.
11. Next Meeting – Tuesday, December 17, 2019 at 9:30 a.m. in the Sullivan Room
12. Adjournment – The meeting adjourned at 11:22 a.m.

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Roger Blacklow, Secretary