

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, DECEMBER 17, 2019

**Resolution #155-#175**

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, December 17, 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: Carol Ames, Bob Clipper, Russ Coburn, Geneva Foster, Julie Gibbons,  
Ron Krams, Muriel Killerlain, Cathy Madden, Jim Moores, Sharon  
Moores, Jim O'Neil, Linda O'Neil, Mary Vaughn, Kathy Viney

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 December 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. November 19, 2019 Regular Board Meeting Minutes – The November 19, 2019 Regular Board Meeting minutes were approved as presented.
  - B. November 25, 2019 Closed Meeting Minutes – The November 25, 2019 closed meeting minutes were approved as presented.

5. President's Report – None at this time.

6. Reports – Officers/Committee Chairs –

A. Secretary's Report

(1) Unit Status Report – Mr. Blacklow presented the unit status report as distributed.

(2) Building Representatives Report – The building representatives report was distributed for the memberships review.

B. Treasurer's Report – The treasurer's report was distributed for the Board's review. Upon motion duly made, the Board agreed,

To file a lien against the property at 3510 Forest Edge Dr. #2D. If the account is brought into current status by December 17, 2019, this action is null and void.

**Resolution #155, 12/17/19**

(1) Collection Policy – Upon motion duly made, the Board agreed,

To approve the Collection Policy as distributed to be adopted and added to the Mutual 14 Rules & Regulations.

**Resolution #156, 12/17/19**

(2) Diversified Solutions Corp. Authorization – Upon motion duly made, the Board agreed,

The Board of Directors grants to Ronny Cabrera dba Diversified Solutions Corp. (Manager) the authority to initiate work orders, sign contracts, and incur expenses on behalf of Mutual 14 for maintenance projects and materials, not to exceed a monthly total of \$1500.00. However, any individual contract or expense over \$1000 will require a Resolution of the Board of Directors. In cases of emergencies (defined as "must effect repairs within 48 hours), Manager shall have the authority to commit up to \$3000.00.

**Resolution #157, 12/17/19**

(3) 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	\$206.64	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #165422</u></b> – Replaced transition strip l elevator doorway. Bldg. 14 lobby door. 10/30/19
2	\$237.92	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #165262</u></b> – Work performed: Painted areas of cinder block where repairs have been performed or areas needing paint. 10/29/19
3	\$202.00	GL Code: 620200- 100007	<b><u>LWMC Physical Properties Invoice #157060</u></b> – Work performed: Tested emergency lights, they are all working fine for buildings 10-17. 6/18/19 emergency lights June 19
4	\$140.61	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #154244</u></b> – Work performed: Create 8 sample boards
5	\$62.78	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #159748</u></b> – Work performed: Replaced bulbs as needed for catwalk lights (common area) between units 3D & 3E of 3511 Forest Edge Dr. 7/31/19
6	\$161.89	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #154506</u></b> – Work performed: Could not sink to drain, ran 40' of cable down drain. Disposal was leaking had to replace at a flat rate \$310.00. 5/23/19 3501 Forest Edge Dr. #14-1B (Goldman)
7	\$75.75	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #167784</u></b> – Checked bib near trash room and bibs on 1 <sup>st</sup> floor walkway. No bibs are dripping. Replaced washer and greased stem in bib near trash room (atrium)
8	\$202.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #166968</u></b> – Work performed: Tested emergency lights. Lights in building 12 3A, 13 were out. All other buildings were fine. 11/20/19
9	\$231.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #167528</u></b> – Removed the door off the frame and adjusted the hinge, then installed the door back. Bldg. #16 lobby door 11/26/19
10	\$140.00	GL Code: 611900- 100001	<b><u>Rees Broome, PC Invoice #1145015</u></b> – RE: 000001 Collections; RE: 000002 Vivian M. Layman For Professional services rendered through November 30, 2019. 11/30/19
11	\$84.80	GL Code: 620200- 100006	<b><u>Pet Waste Eliminator Invoice #42855388</u></b> – Pet waste eliminator bags 200/roll, 100% Recycled *Shipment 4 of 6*

**Resolution #158, 12/17/19**

(4) Invoice(s) over \$1,000.00 – Upon motion duly made, the Board agreed,

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

1	\$1,189.31	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #149002</u></b> – Work performed: Inspected, took measurements, paint sample, ceiling fan not secure. Cut new piece. Started prep, did demo for new drywall discovered still leaking. (informed resident), and plumbing department followed up. Installed new secure ceiling fan, did first skim. Scraped, sand and did 2 <sup>nd</sup> skim. Sanded again and did 3 <sup>rd</sup> and 4 <sup>th</sup> skim. Sanded, primed and textured. Painted ceiling and walls. (Resident supplied paint) Work order authorized by: John Radcliffe (Mutual President.) 1/30/19 Dahlstrom, Edward Knowles, Carl 15101 Glade Dr. #10-1G
2	\$3,750.00	GL Code: 612000	<b><u>Diversified Solutions, Corp. Invoice #1001</u></b> – Property Maintenance Manager; Project and property maintenance management, construction related solutions for the month of November (Partial); Project and property maintenance management, construction related solutions for the month of December (full month) 12/15/19

**Resolution #159, 12/17/19**

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

To reimburse Ruth Hunter in the amount of \$75.67, for the purchase of two printer inks. GL CODE: 612500

**Resolution #160, 12/17/19**

Upon motion duly made, the board agreed,

To reimburse Bobbie Palmer in the amount of \$62.76, for the purchase of Christmas decorations. GL CODE: 612500

**Resolution #161, 12/17/19**

Upon motion duly made, the board agreed,

To reimburse Barbara Martin in the amount of \$253.50, for the purchase of Christmas wreaths. GL CODE: 612500

**Resolution #162, 12/17/19**

Upon motion duly made, the board agreed,

To reimburse Laura Wiltz in the amount of \$211.90, for the purchase of holiday amenities. GL CODE: 612500

**Resolution #163, 12/17/19**

(6) R-Type to M-Type Invoice – Upon motion duly made, the Board agreed,

To approve payment of the following LWMC Physical Properties Invoice #168150 in the amount of \$96.00 for the unclogging of the kitchen drain with k-50, upon receiving the bill as a Mutual charge. (Hunter) 3500 Forest Edge Dr. #15-2G. GL Code: 621000-100006

**Resolution #164, 12/17/19**

C. Property Maintenance Committee –

(1) WSSC – In 2016 Mutual 14 received \$6,287.80 from WSSC in settlement of a dispute over the quality of repairs to the asphalt paving in Vantage Hill Ct. At that time Mutual 14's Board of Directors chose not to make further asphalt repairs, leaving the funds unspent and unaccounted for, but did not formalize that decision with a resolution. Upon motion duly made, the Board agreed,

To classify the 2016 WSSC settlement payment of \$6,287.80 as Replacement Reserve income.

**Resolution #165, 12/17/19**

(2) PMC Minutes – The December 5<sup>th</sup> property maintenance committee minutes were provided for the memberships review.

(i.) Paint Colors – Upon motion duly made, the Board agreed with three oppositions: Jane Carona and Leona O'Reilly,

To choose white for the end-unit doors.

**Resolution #166, 12/17/19**

- (ii.) Resolution #145, 11/19/19 – Upon motion duly made, the Board agreed,

To amend Resolution #145, 11/19/19, to state, “To accept the J and M Construction Solutions LLC proposal in the amount of \$4,250.00, and approve payment not to exceed \$5,250.00, for the replacement of the awning at Bldg. #17, 3511 Forest Edge Dr.

**Resolution #167, 12/17/19**

- (iii.) Saul Architects Presentation – Saul Architects presented the specifications to be used if necessary when enclosing a balcony. All questions and comments were responded to by Mr. Saul. Upon motion duly made, the Board agreed,

To approve the schematic presentation from Saul Architects upon receiving the final product.

**Resolution #168, 12/17/19**

- D. Social Committee – No report at this time.  
E. Landscape Committee – No report at this time.

7. Unfinished Business –

- A. Balconies – Upon motion duly made, the Board agreed, with one opposition Leona O’Reilly, and one abstention, Ruth Hunter,

To amend Resolution #108, 9/17/19, to state, “To reassure members that the Board has done their due diligence, the Board agrees to authorize Ronny Cabrera and Roger Blacklow to find a professional engineer that specializes as a structural engineer to inspect the four balconies and six enclosures in question. In addition, Ronny and Roger will provide the recommendations to the Board not to exceed \$3,000.00.”

**Resolution #169, 12/17/19**

8. New Business –

- A. Travelers Settlement – Upon motion duly made, the Board agreed,

To authorize Traveler’s Insurance to settle the claim with the Pullens. In addition, the Mutual 14, Board of Directors will not accept any liability.

**Resolution #170, 12/17/19**

Upon motion duly made, the Board agreed,

For Ruth Hunter, to remain President on the Mutual 14 Board of Directors.

**Resolution #171, 12/17/19**

- B. Layman Foreclosure – (Regarding the Nonjudicial Foreclosure for 3510 Forest Edge Drive, Unit 16-2C)

WHEREAS, Article VIII, Section 1 of the recorded Bylaws ("Bylaws") for Mutual 14 - Condominium of Rossmoor (" Association") creates an obligation for each unit owner to pay to the Council of Unit Owners a monthly sum sometimes referred to as assessments or carrying charges; and

WHEREAS, Article VIII, Section 5 of the Bylaws authorizes the Council of Unit Owners to bring an action at law against the unit owner personally obligated to pay the same or may, after the recordation of the Statement of Condominium Lien provided for in this Article and in the Condominium Act, foreclose the lien against the condominium unit or units then belonging to said unit owner in the same manner provided for the foreclosure of mortgages or deeds of trust in the State of Maryland; and

WHEREAS, the Association has perfected a lien against the title of the property located at 3510 Forest Edge Drive, Unit 16-2C, Silver Spring, MD 20906 for unpaid condominium assessments pursuant to the Maryland Contract Lien Act; and,

WHEREAS, Section 14-204 of the Maryland Contract Lien Act permits the Association to foreclose on this assessment lien; NOW, THEREFORE, BE IT RESOLVED as follows: Upon motion duly made by Barbara Palmer, the Board agreed as follows: Ruth Hunter, Bobbie Palmer, Roger Blacklow, Laura Wiltz, Jane Carona, Beth Leanza, and Leona O'Reilly,

1.The Board of Directors authorizes counsel for the Association (Rees, Broome, PC) to foreclose on the assessment lien(s) recorded against 3510 Forest Edge Drive, Unit 16-2C, Silver Spring, MD 20906 pursuant to the procedures and requirements in the Maryland Condominium Act and the Maryland Contract Lien Act.

2.The Board of Directors appoints Ruth Hunter to attend the scheduled auction and to execute any legal documents required to execute the foreclosure sale and for settlement of the property after ratification of the sale.

3.The Board of Directors authorizes Ruth Hunter as its representative to bid on the property at the foreclosure action if needed up to \$140,000.00 for the purpose of ensuring that the property is sold at an amount necessary to satisfy the outstanding liens recorded against the property on behalf of the Association and to purchase the unit if the sale does not result in any additional third-parties interested in bidding on the property at the scheduled foreclosure sale.

**Resolution #172, 12/17/19**

- C. After Hours Procedures – Upon motion duly made, the Board agreed,

To authorize the entry of the M14 Property Maintenance Manager, Ronny Cabrera in the Leisure World Community.

**Resolution #173, 12/17/19**

- D. B#14-2D Nuisance Complaints – Upon motion duly made, the Board agreed,

To authorize Ruth Hunter to send a letter to the unit owner of B#14-2D, advising the owner of the unit of the Board's recommendation for the unit owner to engage a new tenant for the property (#14-2D).

**Resolution #174, 12/17/19**

- E. B#15-1A Begin Rule Violations Procedure-Phase 2 – Upon motion duly made, the Board agreed,

To authorize Ruth Hunter to turn over the violations to Rees Broome, to take legal action against the unit owner of B#15-1A.

**Resolution #175, 12/17/19**

9. LWCC Advisory Committee –
- A. Education & Recreation – No report at this time.
  - B. Security & Transportation – Ms. Carona presented the S&T report as distributed.
  - 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, January 21, 2020 at 9:30 a.m. in the Sullivan Room
12. Adjournment – The meeting adjourned at 12:35 p.m.

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Roger Blacklow, Secretary