

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JANUARY 21, 2020

Resolution #176-#192

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, January 21, 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: Melissa Pelaez, Assistant General Manager of Mutual Services
Jennifer Quinteros, Administrative Assistant-Mutual Services
Ronny Cabrera, Diversified Solutions- M14 Project Manager

VISITORS: Carol Ames, Arvella Brown, Dorothy Brown, Geneva Foster, Jessie
Fitzpatrick, Muriel Killerlain, Ron Krams, Gary Leber, Cathy Madden,
Sharon Moores, Jim O'Neil, Linda O'Neil, Don Pruett, Jackie Rabinow,
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 – Ms. Pelaez presented the General Manager's report for the month of January 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended.
4. Approval of Minutes of December 17, 2019 Regular Board Meeting – The December 17, 2019 Regular Board Meeting minutes were approved as presented.
5. President's Report – Ms. Hunter stated that Laura Wiltz, Treasurer is taking a sabbatical due to personal issues. Upon motion duly made, the Board agreed,

In accordance with the Mutual 14 Bylaws, Article VI [Officers], Section 1, the Board of Directors agree to appoint Kathy Viney as Assistant Treasurer, to serve until Laura's return or the election of a new Board and Officer, whichever comes first. The Assistant Treasurer will have all the rights and duties of the Treasurer as defined in the Bylaws and

commonly undertaken by the Treasurer, to include the right to propose, but not vote on, motions relative to those duties.

Resolution #176, 1/21/2020

6. Reports – Officers/Committee Chairs –

- A. Secretary’s Report – Mr. Blacklow reported that Sherry Crisp is no longer the Building #13 Rep. He stated that John Roberts in building #13 has volunteered for the position, with the assistance of Jim Reilly. Upon motion duly made, the Board agreed,

To appoint John Roberts as the Building #13 representative.

Resolution #177, 1/21/2020

- (1) Unit Status Report – There is no report at this time.

- (2) Building Representatives Report – Upon motion duly made, the Board agreed,

To approve the Building Rep committee to have a Chair position and to function the same as the Property Maintenance Committee.

Resolution #178, 1/21/2020

- B. Treasurer’s Report – Ms. Viney presented the invoices for the month of January 2020.

- (1) 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**; with the exclusion of **LWMC Physical Properties Invoice #167814** – Work performed: Repaired strike plate on door in trash room. (Bldg. #10 trash room door) 11/29/19 (Deferred to Ronny C. for further investigation); and **LWMC Physical Properties Invoice #169329** – Time spent for Mutual 14 CCOC hearing. 12/20/19 (Ronny C. in negotiation due to overcharge):

1	\$240.06	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #154227</u> – Work performed: Changed light on 3 rd floor, found wrong size tubes and bad ballast, replaced and tested. Changed fixture in garage; found bad ballast replaced ballast tube. They all work. Bldg. #10 5/20/19
2	\$202.00	GL Code: 621000- 100006	<u>LWMC Physical Properties Invoice #162268</u> – Work performed: Mutual charge drain connected to 1C, backup originated from another unit. Ran 35’ of cable and turned on the kitchen faucet in unit 1C. Ran another 21’

			of cable and pulled out cable with water running. Grease covered the cables. (30 minutes to clean cables) 3501 Forest Edge Dr. #14-1B 9/13/19
3	\$115.00	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #167617</u> – Work performed: Adjusted and tightened top pivot bracket on 3 rd floor lobby door. Adjusted door slider for smoother closing. Scraped off old adhesive. Re-glued down 3 rd floor, top step/ carpets rubber edge guard using liquid nails. 11/26/19 (Bldg. #12 door carpet edge)
4	\$47.00	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #167814</u> – Work performed: Repaired strike plate on door in trash room. (Bldg. #10 trash room door) 11/29/19
5	\$161.53	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #168760</u> – Work performed: Checked door stop. Got the right material to re-attach to the floor. Re-attached the trash room door stop. (Bldg. #15 door stop) 12/11/19
6	\$505.00	GL Code: 611900- 100001	<u>LWMC Physical Properties Invoice #169329</u> – Time spent for Mutual 14 CCOC hearing. 12/20/19
7	\$202.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #169559</u> – Work performed Tested emergency light system in all buildings 10-17. Lights are working fine in all buildings. (Emergency Lights. Dec 19') 12/24/19
8	\$295.00	GL Code: 611900- 100001	<u>Rees Broome, PC. Invoice #1149635</u> – For professional services rendered through December 31, 2019. 12/31/19. Review management and operating agreement with Leisure World of Maryland. Revise property maintenance agreement. 12/31/19
9	\$488.66	GL Code: 611900- 100001	<u>Rees Broome, PC. Invoice #1149636</u> – For professional services rendered through December 31, 2019. 12/3/19 Search county records for all previous certification of bylaw amendment.; Time for Nicole A. Williams Counsel. 12/31/19
10	\$779.50	GL Code: 611900- 100001	<u>Rees Broome, PC. Invoice #1149498</u> – RE: 000001 Collections; RE: 000002 Layman; for

			Professional services rendered through December 31, 2019. 12/31/19
11	\$596.86	GL Code: 621600	<u>J and M Construction Solutions LLC Invoice #1826</u> – Gutter replacement at bldg. #17 3511 replaced gutter and spliced into the existing.; Gutter replacement gutter and reconnected into existing inside corner. 1/14/2020
12	\$315.00	GL Code: 620200- 100006	<u>JustDoors & Hardware LLC. Invoice #1275</u> – Fix strikes on trash room doors 1/1/2020

Resolution #179, 1/21/2020

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

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

1	\$1,110.00	GL Code: 621100- 100018	<u>Dynalectric Invoice #31441</u> – Quarterly sprinkler tamper/ flows switch test. 12/26/19
2	\$1,692.00	GL Code: 621600	<u>J and M Construction Solutions LLC Invoice #1825</u> – GUTTER CLEANING AS PER QUOTE

Resolution #180, 1/21/2020

(3) Retroactive Approval – Upon motion duly made, the board agreed,

To retro-actively approve payment of the following **invoice**:

1	\$3,319.00	GL Code: 611800- 100003	<u>USI Insurance Services Invoice #3096120</u> – Traveler’s Casualty and Surety Co of Ame Policy No. 105620379. Policy Period: 01/01/20 to 01/01/21
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Resolution #181, 01/21/2020

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

To approve payment of the following LWMC Physical Properties Invoice #159522, in the amount of \$144.69 upon receiving the invoice as an M-Type for the “Work performed: Repaired leak on ½ hose bib. Furnish and install drain for hose bib. (Burst pipe) 15101 Glade Dr. #10-1F (Moy) GL Code: 621000-100006

Resolution #182, 01/21/2020

C. Property Maintenance Committee –

(1) PMC Minutes – Ms. Viney presented the Property Maintenance Committee Minutes as distributed for the memberships review.

(i) Routine Maintenance List – A routine maintenance list was distributed for the Memberships review. Ms. O’Reilly will include the document in the upcoming Grapevine Newsletter.

(ii) Routine PPD Maintenance Schedule Resolution – Upon motion duly made, the Board agreed,

To authorize the Physical Properties Department to perform routine maintenance projects according to the 2020 schedule [attached], to be paid upon satisfactory completion and presentation of invoices.

Resolution #183, 1/21/2020

(iii) Numbers & Letters – Upon motion duly made, the Board agreed,

To authorize Kathy Viney to purchase numbers & letters, to better identify carport spaces, from Smart Sign at a cost not to exceed \$350.00.

Resolution #184, 1/21/2020

(2) Painting RFP’s – Building #16/#17 –

(i) Palmer Brother’s Proposal – Building #16/#17 – To approve the Palmer Brothers contract to paint Buildings 16 & 17 at a cost of \$36,500.00 per building [\$73,000.00 total], and to approve payment of the invoiced installments from the Maintenance Reserves.

Resolution #185, 1/21/2020

D. Social Committee – Ms. Moores mentioned that the Social committee met for lunch to discuss the cost of the functions for the upcoming year. She provided a tentative schedule for the upcoming events; Taco night in April, a picnic in May, ice cream social in July, a picnic in September, and Booze & Bingo in October.

E. Landscape Committee – Ms. Moores is requesting if anyone sees something, to say something. In addition, in the spring they will be planting a Crape Myrtle along the right side of Vantage Hill Rd.

7. Unfinished Business –

A. Balcony Standards – The Saul Architects balcony enclosure standards document was distributed for the Board’s review.

- B. Rule Change – Enclosures – Upon motion duly made, the Board agreed,

To mail the proposed rule/notice establishing standards for the construction of apartment balconies or patio enclosures in Mutual 14; with the inclusion of the Saul Architect drawings for the review and comments of the membership.

Resolution #186, 1/21/2020

- C. Bldg. #15-1A – Upon motion duly made, the Board agreed,

To place a lien on the property #15-1A, for the current charges that are applicable during the time of enforcing the lien.

Resolution #187, 1/21/2020

8. New Business –

- A. 15101 Glade Dr. #10-1G – Plumbing – Jackie Rabinow spoke on behalf of the unit owner who was unable to be present, concerning the back up in the master bathroom toilet at 15101 Glade Dr. #10-1G. Upon motion duly made, the Board agreed,

To deny the request from the unit owner to pay LWMC Physical Properties invoice #169886 (\$47.00), “Work performed: Used plunger to clear toilet. Toilet is an older American Standard. Suggested replacement.” 15101 Glade Dr. #10-1G (Dahlstrom)

Resolution #188, 1/21/2020

Upon motion duly made, the Board agreed,

To deny the request from the unit owner to pay LWMC Physical Properties invoice #169225 (\$72.00), “Work performed: Used Auger to unclog master bathroom toilet.” 15101 Glade Dr. #10-1G (Dahlstrom)

Resolution #189, 1/21/2020

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

To approve the 2020 Mutual 14 after hours procedure as revised. Include Ronny Cabrera’s contact information under; Janitorial Emergency Services, Fire/Smoke, and Severe Flooding/ Leak.

Resolution #190, 1/21/2020

- C. LWMC 2020 Management & Operating Agreement – Upon motion duly made, the Board agreed,

To approve the LWMC 2020 Management & Operating Agreement with the inclusion of the additional language from the 2020 Supplementary Management & Operating

Agreement.

Resolution #191, 1/21/2020

To authorize Ruth Hunter to send a letter to Kevin Flannery, requesting the LWMC 2021 Management & Operating Agreement for price negotiation.

Resolution #192, 1/21/2020

9. LWCC Advisory Committee(s) –
 - A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.
 - 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, February 18, 2020 at 9:30 a.m. in the Sullivan Room
12. Adjournment – The meeting adjourned at 11:30 a.m.

Roger Blacklow, Secretary