

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

Resolution #259-272

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 via teleconference call (425-436-6331; Access Code: 891183) on Tuesday, July 21, 2020 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;  
Kathy Viney, Secretary; Laura Wiltz, Treasurer;  
Roger Blacklow, Director; Jane Carona, Director; Gary Leber, Director

MANAGEMENT: Melissa Pelaez, Assistant General Manager of Mutual Services  
Jennifer Quinteros, Administrative Assistant-Mutual Services  
Ronny Cabrera, Diversified Solutions- M14 Property Maintenance Mgr.

VISITORS: Carol Ames, Jessie Fitzpatrick, Julie Gibbons, Catherine Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor, Mary Vaughn, Muriel Wright

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 July 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. *7.C. Lobby Refresh-Adhoc*; Add *7.D. Mutual Signs*.
4. Approval of Minutes of June 16, 2020 Regular Board Meeting – The June 16, 2020 Regular Board Meeting minutes were approved as amended.
5. President's Report – Ms. Hunter reported that the LWCC Board has agreed to defer until February 2021 the discussion concerning the Leisure World resales increase percentage rate from 2% to 3%.
6. Reports – Officers/Committee Chairs –
  - A. Secretary's Report

- (1) Building Representative's Report – None at this time.
- (2) Unit Status Report – The unit status report was presented as distributed for the Board's review.

B. Treasurer's Report – Ms. Wiltz presented the invoices for the month of July 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:

1	\$47.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #176677</u></b> – Bldgs. #10-17. Tested emergency lights for the month of May. All okay. 5/29/2020 (Deferred)
2	\$908.50	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #176675</u></b> – Per Ronny Cabrera (Mutual Charge) – Cleaned all gutter & downspout. Also cleaned & unclogged underground pipe. (Plaza Home Gutters) 5/29/2020
3	\$355.50	GL Code: 621800	<b><u>LWMC Physical Properties Invoice #176614</u></b> – Per Ronny Cabrera: Cleaned curb drains and catch basins on Vantage Hill Dr. and Vantage Hill Ct. 5/29/2020
4	\$312.00	GL Code: 620300- 100007	<b><u>Dynalectric Invoice #33620</u></b> – Emergency call came in around 5:30 p.m. on 5/13/2020. Fire alarm troubles on panel. Panel found in AC power failure trouble state. Circuit breaker for fire alarm panels found to have been turned off. Restored and system returned to normal. 15111 Glade Dr. 6/3/2020
5	\$860.00	GL Code: 620400- 100002	<b><u>Metro Elevator Invoice #060820B</u></b> – Elevator Inspection Fee. Reinspection Fee. 3511, 3500, 3510, 3501. 6/8/2020
6	\$860.00	GL Code: 620400- 100002	<b><u>Metro Elevator Invoice #060821B</u></b> – Elevator Inspection Fee. Reinspection Fee. 15100, 15101, 15111, 15121. 6/8/2020
7	\$424.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #177006</u></b> – Turned off all heaters for buildings 10-17, and turned on all AC units. At the elevator rooms had found 3 units with bad heat and cool – bldg. #14, 16, and 17 were all bad. 6/11/2020

8	\$69.25	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #177145</u></b> – Inspected downspout for the building – no damage. It has an ADS pipe that was damaged – so replaced it with a downspout pipe. Bldg. #11 downspout 6/16/2020
9	\$294.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN206786</u></b> – Watering per attached – 5/4; 5/15; 5/22 6/18/2020
10	\$944.00	GL Code: 620400- 100001	<b><u>Dynalectric Invoice #33908</u></b> – State annual elevator testing for all eight buildings. Met with Schindler elevator and performed required state testing for smoke or and performed required state testing for smoke and heat functions of elevator. State reporting forms completed, signed, and placed in sleeve located in EMR's of each building. Copies also sent to customer and office. 6/23/2020
11	\$150.00	GL Code: 621600	<b><u>J&amp;M Construction Solutions, LLC. Invoice #1883</u></b> – Retailed and resealed vent collars and flashing. Bldg. #15-3B. 6/23/2020
12	\$150.00	GL Code: 621600	<b><u>J&amp;M Construction Solutions, LLC. Invoice #1884</u></b> – Retailed flashing and caulked in stairwell. Bldg. #12 stairwell 6/23/2020
13	\$121.00	GL Code: 611900- 10000	<b><u>Rees Broome Invoice #1178846</u></b> – For professional services rendered through June 30,2020. RE:000001 Collections; RE: 000002 Layman. 6/30/2020

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(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: 620400- 100001	<b><u>Dynalectric Invoice #33695</u></b> – Quarterly sprinkler tamper/flows switch tech 2 <sup>nd</sup> qtr. 6/8/2020
2	\$2,000.00	GL Code: 621600	<b><u>J&amp;M Construction Solutions LLC Invoice #1881</u></b> – Rotted roof area as per quote. Note some after replacement was completed and included. 6/23/2020 10 Vantage Hill Ct.
3	\$1,576.75	GL Code: 621000- 100006	<b><u>LWMC Physical Properties #178179</u></b> – Bldg. #16 – 3510 Forest Edge Dr. – Ran 90 feet of 7/8 cable down all 3 inch vents and 90 feet of 5/8 cable

			down all 2 inch vents. 30 minutes added to clean cables. 7/10/2020
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**Resolution #260, 7/21/2020**

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

To rebill M-Type LWMC Physical Properties Invoice #176659 in the amount of \$51.14 as the unit owner’s responsibility. “Per Treasurer of Mutual #14 (Ellsworth Wiltz) – Found switch by furnace off turned it on. Also replaced filter. 5/29/2020 15121 Glade Dr. #13-3C (Cuffe)”

**Resolution #261, 7/21/2020**

C. Property Maintenance Manager Report

- (1) Palmer Brothers Proposal – Curbing – Upon motion duly made, the Board agreed,

To accept the Palmer Brothers’ proposal #44695 to prep and paint curbing on a T&M basis of \$45 per hour.

**Resolution #262, 7/21/2020**

- (2) Palmer Brothers Proposal – Decking Pans/ Ceilings/ Misc. Surfaces – Upon motion duly made, the Board agreed,

To accept the Palmer Brothers’ 7/13/20 proposal #44694 to prep and touch-up paint on underside decking pans/ceilings and other miscellaneous surfaces as requested on a T&M basis at \$45 per man hour.

**Resolution #263, 7/21/2020**

- (3) Balcony Project – M. Taylor Proposal – Upon motion duly made, the Board agreed,

To accept M. Taylor Enterprises’ 6/25/20 proposal for balcony repairs (except painting) [B11: 1C & 2C, 1E & 2E; B15: 2G; B13: 2C; B17: 3A & 2G, 3F & 3G] and to approve the payment at a total cost of \$27,900.00 from the Replacement Reserves [GL 690000-100038], with a 25% [\$6,975.00] down payment. The balance is to be paid upon completion and signature approval of invoice by Ronny Cabrera [Property Maintenance Mgr.] and Ruth Hunter [President], and email approval by Laura Wiltz [Treasurer].

**Resolution #264, 7/21/2020**

- (4) Cost of Balcony Demolition – Upon motion duly made the Board agreed, with one opposition, Kathy Viney,

To limit the unit owners’ cost of demolition of balcony enclosures to \$900.00

each, with the mutual to assume the balance of \$600.00 each.

**Resolution #265, 7/21/2020**

Whereas Mutual 14 Bylaws, Article XIV, Property Management, Section 1 (g), pages 41-43 states: "... the Board shall pay the cost ... of the maintenance or repair of any condominium unit in the event [it] is reasonably necessary... to protect the common elements or to preserve the ... value of the condominium...; provided that **no such maintenance or repair shall be undertaken without a resolution of the Board** of Directors and **not without reasonable written notice to the owner** of the unit, and ... that **the cost shall be assessed against the owner** ... and shall become a continuing obligation of said unit owner..." Upon motion duly made, the Board agreed,

To authorize the Mutual President to send written notice to the unit owners of B11-1C [Brown], B11-1E [Shepard], & B13-2C [Taylor], and to request reimbursement to the Mutual for demolition of the patio or balcony enclosures from said owners in the amount of \$900.00 each.

**Resolution #266, 7/21/2020**

(5) LWMC Proposal – Heating/ Cooling – Upon motion duly made, the Board agreed,

To accept the proposal from LWMC to replace through-the-wall heating & cooling units in the elevator control rooms of B14, 16, & 17 with Frigidaire model #FAH08EN1T2 at a cost of \$2,550.00 including labor & materials. To be paid upon completion and presentation of invoice from the Operating budget [GL 620200-100006].

**Resolution #267, 7/21/2020**

D. Budget Committee – There is no report at this time.

E. Social Committee – There is no report at this time.

F. Landscape Committee –

(1) Reminder Letter – Ms. Viney presented the general landscape letter that is used for resident's who's planting beds require attention. The Board reviewed and agreed that no modifications should be made to the letter at this time.

7. Unfinished Business –

A. Purchase/ Reimbursement for 8 Low-Profile Artificial Succulent Plants – Julie & Bobbie – Upon motion duly made, the Board agreed,

The Board agrees to purchase 8 artificial succulent plant arrangements for first-floor lobbies, and to approve reimbursement to Julie Gibbons for the cost, not to exceed \$250.00 [GL 620200-100006].

**Resolution #268, 7/21/2020**

- B. Frost Cleaning Services – Upon motion duly made, the Board agreed,

To accept the contract with Frost Cleaning Services for janitorial services in apartment buildings, i.e. 2 persons, 3 days/week from July 16, 2020 to June 30, 2021 in the annual amount of \$47,368.56. In addition, upon receiving the invoice, to approve the recurring monthly payment in the amount of \$3,947.38 out of the janitorial budget [GL 620700], payable and mailed to Frost Cleaning Services at 4610 Adrian St. Rockville, MD 20853.

**Resolution #269, 7/21/2020**

8. New Business –

- A. Request for Waiver – Ms. Hunter received the request from a unit owner to park their golf cart on the patio overnight, for the purpose of charging the golf cart. The Board discussed and agreed, to deny the request for the waiver to charge golf cart from unit's outlet. The unit Owner must use outlet installed in garage for that purpose. Deferred until next month.

- B. Contribution to FreeConferenceCall – Ms. Hunter presented the idea of providing a donation to the FreeConferenceCall, the company that the Board is currently utilizing to conduct the Regular Board Meetings. In discussion the Board disagreed, with four oppositions, Roger Blacklow, Jane Carona, Gary Leber, and Kathy Viney.

- C. 2021 Management & Operating Agreement – November 7, 2019 Version – Upon motion duly made, the Board agreed,

To authorize the Mutual President to send the November 7, 2019 Management & Operating agreement version to Kevin Flannery, for open negotiation concerning the 2021 Management & Operating Agreement.

**Resolution #270, 7/21/2020**

- D. Closed Session – Violation Hearing – Upon motion duly made, the Board agreed,

The Board agrees to hold a closed session on July 27, 2020 at 10:30am for the purpose of a violation hearing.

**Resolution #271, 7/21/2020**

- E. Closed Session – Violation Hearing – Upon motion duly made, the Board agreed,

The Board agrees to hold a closed session on August 5, 2020 at 3:00pm for the purpose of a violation hearing.

**Resolution #272, 7/21/2020**

9. LWCC Advisory Committee(s) –
  - A. Education & Recreation – Ms. Leanza provided the Education & Recreation report for the Board’s review.
  - B. Security & Transportation – Ms. Carona presented the Security & Transportation report as provided for the Board’s 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, August 18, 2020 at 9:30 a.m.
12. Adjournment – The meeting adjourned at 11:45 a.m.

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Kathy Viney, Secretary