

REGULAR MEETING OF THE
BOARD OF DIRECTORS -
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, AUGUST 18, 2020

Resolution #275-284

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 Zoom (301-715-6331; ID:823-3435-8177) on Tuesday, August 18, 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 Trust Services
Jennifer Quinteros, Administrative Assistant-Mutual Services
Ronny Cabrera, Diversified Solutions- M14 Property Maintenance Mgr.

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 August 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda - The agenda was approved as amended; Add. 6.C.(4) *Condensate Lines*; Add 6.C.(5) *Smoke Detectors*.
4. Approval of Minutes
 - A. July 21, 2020 Regular Board Meeting Minutes - The July 21, 2020 Regular Board Meeting minutes were approved as presented.
 - B. July 27, 2020 Closed Meeting Minutes (Res #273, 7/27/2020) - The July 27, 2020 Closed Meeting minutes were approved as presented for the Board's review.
 - C. August 5, 2020 Closed Meeting Minutes (Res #274, 8/5/2020) - The August 5, 2020 Closed Meeting minutes were approved as presented for the Board's review.
5. Reports - Officers/Committee Chairs -
 - A. Secretary's Report
 - (1) Building Representative's Report - Ms. Viney presented the unit status report

as distributed for the Board's review.

(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 August 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	\$592.00	GL Code: 620200- 100006	<u>Palmer Brothers Invoice #95082</u> - Billing for carpentry repairs in Building #17 as per request and approval as follows. 3 rd floor balcony-repair ceiling with bondo for 5 hours; stairwell G side-replace drywall and re-skim 3 hours; G1 Balcony replace wood strip-1 hour; repair door frame-1 hour; re-texture lobby ceiling-1 hour. Total of 11 hours at \$45.00/hr. 6/30/2020
2	\$378.00	GL Code: 621400- 100002	<u>McFall & Berry Invoice #IN207057</u> - Watering per attached. 6/1; 6/11; 6/23. 7/16/2020
3	\$206.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #178662</u> - Emergency Lights. May 2020 7/22/2020
4	\$99.80	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #179504</u> - Per Ronny Cabrera. Bldg. #11-15100 Glade Dr. replaced bulb in emergency light. 7/31/2020
5	\$84.80	GL Code: 620200- 100006	<u>Pet Waste Eliminator</u> - Pet waste eliminator bags. 200/RL, Part Recycled material. *Shipment 2 of 6* 7/31/2020

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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	\$2,868.64	GL Code: 620400-	<u>Schindler Invoice #7153164714</u> - Technician reported: Two technicians rebuilt valve and
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		100001	adjusted. Checked all floor stops and returned car to service. The valve needs to be replaced. Observed operation and returned the unit to service. Refer to notifications FL20200713140000303994 & FL20200713140400207195. 15111 Glade Dr. 7/23/2020
2	\$63,714.41	GL Code: 621600	<u>J&M Construction Solutions LLC Invoice #1885</u> - Walkways as per proposal 2 buildings ¼ of \$378,096 building 11 siding. Less ¼ deposit paid of \$126,032.; MISC 28 stove vents @50% Cost; MISC 52 wide mouth pest guard vents @50% cost; MISC 4 Deflecto eave dryer vents @50% cost. 7/31/2020
3	\$63,721.46	GL Code: 621600	<u>J&M Construction Solutions LLC Invoice #1898</u> - Walkways as per proposal 2 buildings ¼ of \$378,096; Less ¼ deposit paid of \$126,032; 28 stove vents @ 50% cost; 56 wide mouth pest guard vents at 50% cost. 7/31/2020
4	\$2,000.00	GL Code: 621600	<u>J&M Construction Solutions LLC Invoice #1902</u> - Rotted roof area repair as per quote-Note some rafter replacement was completed and included. 8/10/2020

Resolution #276, 8/18/2020

(3) **Reimbursement(s)** - Upon motion duly made, the Board agreed,

To reimburse Julie Gibbons in the amount of \$244.07 (\$153.85 x \$90.22) for the purchase of the Artificial Succulent Plants.

Resolution #277, 8/18/2020

Upon motion duly made, the Board agreed,

To reimburse Charles Martinez in the amount of \$21.97 for the paint on the screen by the painting contractor.

Resolution #278, 8/18/2020

(4) **Move In/Move Out Fees** - By a Resolution of the Board of Directors on

September 15, 2014, the governing body of Mutual 14 agreed that “a \$100.00 **move-in/move-out** charge will be imposed on the unit owner each time a resident moves in and moves out of their unit.” Upon motion duly made, the Board agreed,

That when notified via email by any two Board members that a change of tenancy has occurred, and without further Board action beyond this Resolution,

the Mutual Assistant is authorized to request payment from the unit owner of the \$100.00 move-in/move-out fee for each tenancy change, and the Accounting

Department is authorized to assess said fee against the unit.

Resolution #279, 8/18/2020

C. Property Maintenance Manager Report

(1) Fire Hydrants - For informational purposes Mr. Cabrera provided pictures with location addresses, identifying fire hydrant curbs that will be painted.

(2) EPDM Removal/ Replacement - Deferred. The Board will obtain additional quotes with a less expensive cost estimate.

(3) Dryer Vents - Upon motion duly made, the Board agreed,

The Board agrees that the dryer vent grids outside apartment units are the responsibility of the unit owner. In the case of lint buildup, the unit owner will be

given 7 days to resolve the issue, after which the Mutual will hire PPD to clean the vent and assess the expense to the unit owner.

Resolution #280, 8/18/2020

(4) Condensate Lines - Upon motion duly made the Board agreed,

Re Resolution #222 dated 4/21/20 approving the LWMC proposal dated 3/31/20 **for installation of E-Z Trap devices** on all apartment unit air conditioner condensate lines, the Board hereby agrees to rescind said motion and authorize Ronnie Cabrera to notify PPD.

Resolution #281, 8/18/2020

(5) Smoke Detectors - Upon motion duly made, the Board agreed,

The Board agrees to accept the LWMC proposal dated 4/3/20 for the mutual-wide replacement of one smoke detector **battery** only per unit [no smoke detector replacements] at a cost of \$21.72 per unit.

Resolution #282, 8/18/2020

- D. Budget Committee – The Budget Committee minutes were presented as distributed for the Board’s review.
- E. Social Committee – There is no report at this time.
- F. Landscape Committee – There is no report at this time.
6. Unfinished Business –
- A. CCOC Hearing Results– Upon motion duly made, the Board agreed,
- In accordance with the CCOC Decision & Order in Taylor v. Mutual 14: The Board of Directors directs the Accounting Department to reverse the violation fines, in the amount of \$8,400.00, levied against the unit owner of 3500 Forest Edge Drive #1A.
Resolution #283, 8/18/2020
7. New Business – None at this time.
8. LWCC Advisory Committee(s) –
- A. Education & Recreation – There is no report at this time.
- B. Security & Transportation – There is no report at this time.
- C. Other Advisory Committees – None at this time.
9. Correspondence –
- A. Pet Rule – Deferred until the next Board Meeting, due to the resident’s absence.
- B. #14-1F Spigot – Upon motion duly made, the Board agreed,
- To approve payment of LWMC R-Type Invoice #178875 in the amount of \$628.18, upon receiving as an M-Type invoice, due to it being a shared outside pipe. *“Could not repair the water line because it’s behind the return for the furnaced need two people to fish a new line. Replaced ½ water line for rear hose bibb as it had froze and split behind furnace. Added a drain on the line for winterizing. Outside patio is now finished and is indoor space so line shouldn’t freeze again.”*
Resolution #284, 8/18/2020
10. Open Forum – All questions and comments were responded to by the Board.
11. Next Meeting – Tuesday, September 15, 2020 at 9:30 a.m.

12. Adjournment - The meeting adjourned at 10:35 a.m.

Kathy Viney, Secretary