

REGULAR MEETING OF THE
BOARD OF DIRECTORS -
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, SEPTEMBER 15, 2020

Resolution #285-#298

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: 301-715-8592; (847-6506-6121; Access Code: 032077) on Tuesday, September 15, 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: Ronny Cabrera, Diversified Solutions- M14 Property Maintenance Mgr.
Melissa Pelaez, Assistant General Manager of Mutual Services
Jennifer Quinteros, Former Administrative Assistant-Mutual Services
Alexa Cuque, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Julie Gibbons, Beth Leanza, Catherine
Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor, Julie Gibbons,
Jessie Fitzpatrick, Jim and Geneva Foster, Ron and Sunny Krams, Don
Pruett, Cindy Wright, and Jose Garcia.

1. Call to order – Ms. Hunter called the meeting to order at 9:36 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.B.2) *Reimbursements*, 6. B.3) *Journal Entry Adjustments* and 7.B) *Vehicle Towing*.
4. Approval of Minutes of August 18, 2020 Regular Board Meeting – Upon motion duly made, the Board agreed with one opposed (Laura Wiltz).

To approve the August 18, 2020 Regular Board Meeting minutes as presented.

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5. President's Report – None at this time.
6. Reports – Officers/Committee Chairs –

A. Secretary's Report

- (1) Building Representative's Report – No report 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. Viney presented the invoices for the month of September 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	\$798.00	GL Code: 621400- 100002	McFall & Berry Invoice #IN207286 – Watering per attached: 7/1; 7/8; 7/16; 7/29. 8/14/2020
2	\$320.00	GL Code: 621800	Palmer Brothers Invoice #95223 – Billing for the completion of the work in building #12 G3 to strip, prime and paint in 2 coats the unit door as per requested of Ruth Hunter. Deck Pans. 8/17/2020
3	\$708.10	GL Code: 621100- 100018	Dynalectric Invoice #34542 – Replace 1 ½ Flow switch. Tested at 31 seconds. 8/11/2020. 1 ½ flow switch 1.00. 153.80/ labor-filed 7/24/20. General Foreman or FA Tech w/truck (Regular-Field) 4.00 hrs @ \$118.00 p/hr. Service Van 1.00 @ \$50.00.
4	\$740.00	GL Code: 621800	Palmer Brothers Invoice #95240 – Clean, tape and paint in two coats traffic yellow to several locations as indicated in email on a T&M basis. 12 hours at \$45.00/hr. Material costs. 8/24/2020
5	\$206.00	GL Code: 620300- 100007	LWMC Physical Properties Invoice #180433 – Bldgs. #10-17- Tested emergency lights for the month of August 2020- all okay. 8/26/2020

Resolution #286, 9/15/2020

(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	\$23,332.67	GL Code: 690000- 110014	Palmer Brothers Invoice #95222 – Billing for the preparation and painting of the completion of Building 16 as per our proposal #44101 for Buildings 16&17. This is the 3 rd of the 3 billings for this work. Less previously billed amount- \$46,667.33. 8/17/2020
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Resolution #287, 9/15/2020

(3) Reimbursements:

Upon motion duly made, the Board agreed,

To reimburse Ruth Hunter, in the amount of \$86.91 for the ink.

Resolution #288, 9/15/2020

Upon motion duly made, the Board agreed,

To reimburse Pat Leanza, in the amount of \$252.06 for lighting supplies for the lobby.

Resolution #289, 9/15/2020

(4) Journal Entry Adjustments: Upon motion duly made, the Board authorizes the Accounting Dept. to make the following journal entry adjustments under GL620400 [Elevator Maintenance]:

620400-100001 Elevator Contract –

7/29/20 entry Dynalectric invoice for \$1,110 should be charged to Fire & Security 621100-100018

7/29/20 entry Dynalectric invoice for \$944 should be charged to Elevator Inspections 620400-100003

8/18/20 entry Schindler Invoice for \$2,868.64 should be charged to Elevator Overtime 620400-100002

620400-100002 Elevator Overtime [Repairs] –

7/29/20 two entries MEIS invoices for \$860 *each* should be charged to Elevator Inspections 620400-100003

620400-100003 Elevator Inspection –

1/25/20 entries Schindler invoices for \$660.37 and \$362.87 should both be charged to Elevator Overtime 620400-100002

6/24/20 entry Schindler invoice for \$743 should be charged to Elevator Overtime
620400-100002

Resolution #290, 9/15/2020

Upon motion duly made, the Board authorizes the Accounting Dept. to make the following journal entry adjustments under GL621600 [Roof & Gutter Repair], amending Resolution #276:

8/18 entry J&M Invoice for \$63,714.41 should be charged to 690000-10034 [Replacement Reserves/Ceilings]

8/18 entry J&M Invoice for \$63,721.46 should be charged to 690000-10034 [Replacement Reserves/Ceilings]

Resolution #291, 9/15/2020

C. Property Maintenance Manager Report –

(1) Application for Building Modifications

- i. ABM- Brown- Upon motion duly made, the Board agreed,

To approve the ABM from Dorothy Brown, B11-#1C, for 2 new sliding glass patio doors.

Resolution #292, 9/15/2020

- ii. ABM- Wright- Upon motion duly made, the Board agreed,

To approve the ABM from Cindy Wright, 15141 Vantage Hill Road, for multiple modifications.

Resolution #293, 9/15/2020

- iii. ABM Gibbons- The Board unanimously oppose the approval of the ABM from Julie Gibbons, B15-#2A, for the installation of vinyl soffits on the ceiling pans of the rear balcony.

- (2) Battery Changing Schedule- Ms. Hunter reported the that the work will begin on the week of October 19th.

- (3) M. Taylor- Additional Balcony Expense- A proposal for \$3,700.00 was approved on October 15, 2019 but tabled until other balcony projects were ready to proceed. This new proposal via email dated 09/10/2020 increases the cost of repairs to \$9,000.00. The Board unanimously opposed the approval of the proposal presented by Ronny Cabrera.

- (4) Budget Committee – Ms. Wiltz reported the next meeting is September 24th at 1pm via Zoom.

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

E. Landscape Committee –

(1) McFall & Berry Proposal #T20389AA –NLW Blvd Near Interlachen Dr. – Upon motion duly made, the Board agreed,

To approve the McFall & Berry Proposal #T20389AA dated 09/01/2020 to remove one (1) Blue Atlas Cedar tree and stump and to pay the invoice upon presentation in the amount of \$650.00 from the Landscape budget.

Resolution #294, 9/15/2020

(2) McFall & Berry Proposal #T20389AA –NLW Blvd Near Interlachen Dr. – Upon motion duly made, the Board agreed,

To approve the McFall & Berry proposal #T20384AA dated 09/01/2020 to remove three (3) Oak trees and stumps, and to pay the invoice upon presentation in the amount of \$4,100.00 from the *Contingency Reserves*.

Resolution #295, 9/15/2020

7. Unfinished Business –

A. Golf Cart Recharging- Garcia- The motion failed to approve the request for a waiver of the Rules from Mr. Garcia, B12-#1E, to charge his golf cart from the inside his unit instead of from the charger installed for that purpose in his carport. Directors Palmer and Viney voted in favor, directors Carona, Blacklow, Leber, Wiltz, and Hunter opposed.

B. Vehicle Towing- Upon motion duly made, the Board agreed,

To authorize Ruth Hunter to have the derelict Mercedes vehicle removed in conjunction with the removal of the dark large pick-up from Mutual property in accordance with the towing procedures set forth by Montgomery County. The Board agrees to reimburse Ruth Hunter for the expense of \$220.00.

Resolution #296, 9/15/2020

8. New Business –

A. Vote to Hold a Closed Meeting RE: CCOC hearing- Upon motion duly made, the Board agreed,

To hold a closed session immediately following the close of this open meeting for the purpose of consulting with Board members in connection with a pending legal

matter, in accordance with the MD Condominium Act Section 11-109.1 (a) (4). Roll call vote: Carona, Blacklow, Leber, Palmer, Wiltz, Hunter, Viney aye.

Resolution #297, 9/15/2020

- B. Caretaker for Yvonne Johnson- New Owner of 15121 Glade Dr. #3D- Upon motion duly made, the Board agreed,

To approve a waiver of the age restriction for Amaris Johnson [age 43] to reside in B13-#3D as her caregiver, so long as Mrs. Yvonne Johnson is resident in the unit as stated in the Mutual 14- Forest Glade Rules.

Resolution #298, 9/15/2020

- C. Discussion of Revisions to the Rules and Procedures- Deferred until the Board has a clean copy to distributed to the membership for their review and feedback.

9. LWCC Advisory Committee(s) -

- A. 2021 Advisory Committee Application- Ms. Hunter will have Ms. O'Reily place the application on the newsletter.

B. Education & Recreation- No report at this time.

C. Security & Transportation - No report at this time.

D. EPAC Mid-Year Report- No report at this time.

E. Other Advisory Committees - None at this time.

10. Correspondence -

- A. Pet Rule Petition- The Board discussed the letter regarding the limit of the total weight of two (2) pets to a total of 30 pounds excluding service dogs. The Board is in the process of proposing amendments to the rules and will consider adjusting the weight limit to 75 pounds per animal with a limit of two (2) pets per unit. Rules and Procedures revisions will soon be mailed to all owners for their consideration and comments.

11. Open Forum - All questions and comments were responded to by the Board.

12. Next Meeting - Tuesday, October 20, 2020 at 9:30 a.m.

13. Adjournment - The meeting adjourned at 11:58 a.m.

Kathy Viney, Secretary