

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, NOVEMBER 17, 2020

**Resolution #321-#339**

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, November 17, 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  
Alexa Cuque, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Julie Gibbons, Beth Leanza, Catherine  
Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor, Jessie Fitzpatrick,  
Geneva Foster, Ron Krams, Donald Pruett, Cindy Wright, Mary Vaughan,  
Annette Loveday, Maureen DeSousa

1. Call to order – Ms. Hunter called the meeting to order at 9:32 a.m.
2. General Manager's Report – Ms. Pelaez presented the General Manager's report for the month of November 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. 6.D.6) ABM- Cindy Wright.
4. Approval of Minutes-
  - A. Approval of Minutes of October 20, 2020 Regular Board Meeting– The October 20, 2020 Regular Board Meeting minutes were approved as amended.
  - B. Approval of November 5, 2020 Property Maintenance Minutes- Upon motion duly made, the Board agreed,

To approve the November 15, 2020 Property Maintenance minutes by adding a resolution to the minutes.

**Resolution #321, 11/17/2020**

C. Approval of November 9, 2020 Closed Session Meeting Minutes- Upon motion duly made, the Board agreed,

To approve the November 9, 2020 Closed Session meeting minutes as presented.

**Resolution #322, 11/17/2020**

5. President’s Report – Ms. Hunter reported that the Grapevine is always up to date and keeps everyone informed. Also, the balcony and soffit projects are finished.

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.

(3) Report on Rule Amendments- The report is on a need to know basis. Another mailing and a supporting meeting are being considered for questions and feedback.

B. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of October 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	\$21.94	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #183628-</u></b> Bldg. 14-2D- replaced smoke detector batteries-unit missed during Mutual project; 10/28/2020.
2	\$21.94	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #183642-</u></b> Bldg. 14-1B- replaced smoke detector batteries-unit missed during Mutual project; 10/28/2020.
3	\$21.94	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #183688-</u></b> Bldg. 10-1F- replaced smoke detector batteries-unit missed during Mutual project; 10/29/2020.
4	\$21.94	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #183674-</u></b> Bldg. 14-1F- replaced smoke detector batteries-unit missed during Mutual project; 10/29/2020.

5	\$47.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #183443-</u></b> Reattached the balcony railing at 15121 Glade Drive #13-3D; 10/27/2020.
6	\$93.00	GL Code: 611900- 100001	<b><u>Rees Broome, PC Invoice #1202243-</u></b> For reviewing and responding to emails from the Board re: next steps and writing off outstanding debt; 10/31/2020.
7	\$137.45	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #184394-</u></b> Checked and repaired the downspout at bldg. 17; 10/19/2020.
8	\$354.00	GL Code: 620300- 100002	<b><u>Dynalectric Invoice #35558-</u></b> Per Ms. Hunter- to check tripped breakers on 09/04/2020. One breaker found to have no circuit and the other had bad breaker and relocated circuit to the other breaker.
9	\$447.60	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #184009-</u></b> Cut section of drywall to remove old hose bib, departure to w/h to get part. Install ½ inch ball valve inside unit. Install 14 inches froze free wall faucet, install 14 inches access panel inside bldg. 15-1B on 10/30/2020.

**Resolution #323, 11/17/2020**

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	\$3,192.84	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #184332-</u></b> For the replacing the smoke detectors batteries in hard-wired smoke detectors. 147 units completed on 11/12/2020.
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**Resolution #324, 11/17/2020**

(2) Layman Bad Debt- Upon motion duly made, the Board agreed,

To authorize the Accounting Department to write off the total accumulated bad debt [GL115100] owed on the property at **3510 Forest Edge Drive #2C** [Layman Estate] from September 1, 2014 through December 31, 2019.

**Resolution #325, 11/17/2020**

- (3) Audit Engagement Letter- Upon motion duly made, the Board agreed,  
To approve the Audit Engagement letter presented by Accounting.  
**Resolution #326, 11/17/2020**
- (4) Lights Reimbursement- Pat Leanza- Upon motion duly made, the Board agreed,  
To reimburse Pat Leanza for the amount of \$143.93 for the purchase of lights.  
**Resolution #327, 11/17/2020**
- (5) Dynalectric Invoice- Upon motion duly made, the Board agreed,  
To approve payment to Dynalectric (Invoice #33244A) of \$460.00 for an alarm trouble  
signal at 3501 Forest Edge Dr. Bldg. 16 on 05/07/2020.  
**Resolution #328, 11/17/2020**
- (6) McFall & Berry Invoice- Upon motion duly made, the Board agreed,  
To approve payment to McFall & Berry (Invoice #IN207951) in the amount of \$250.00  
for the removal of the garden bed at **15111 Glade Drive [B12], Unit #1B** [GL621400-  
100002] and to assess the amount against the owner's account and request  
reimbursement.  
**Resolution #329, 11/17/2020**
- (7) LWMC Physical Properties Invoice- Upon motion duly made, the Board agreed,  
To pay the LWMC (Invoice #184436) in the amount of \$270.49 for an electrical  
inspection and repairs at **15101 Glade Drive [B10], Unit #2B** on 11/16/20 [GL620300-  
100007], and to assess the amount against the owner's account and request  
reimbursement.  
**Resolution #330, 11/17/2020**
- (8) Accounting Authorization- Upon motion duly made, the Board agreed,  
To authorize the Accounting Department to fund the purchase of unit 3510 Forest Edge  
Dr. #2C from the Contingency Reserve Account [GL690000-120001] in an amount not to  
exceed \$140,000.00.  
**Resolution #331, 11/17/2020**
- Upon motion duly made, the Board agreed,  
To authorize the Accounting Department to provide a deposit check [certified or cashier's  
check] for said purchase in the amount of \$20,000.00 made out to Mutual 14 Condominium  
of Rossmoor, Inc. and given to President Ruth Hunter no later than Friday, November 20,  
2020.  
**Resolution #332, 11/17/2020**

C. Budget Committee-

- A. Adoption of 2021 Budget- Upon motion duly made, the Board agreed,

The Board agrees to adopt the 2021 Mutual 14 Budget as distributed to unit owners on October 7, 2020

**Resolution #333, 11/17/2020**

D. Property Maintenance Report-

**Mr. Cabrera Reports-**

- (1) Mutual 14 November Report- Mr. Cabrera reported the work completed for November and upcoming projects.

- (2) ABM- Blacklow- Upon motion duly made, the Board agreed, (Mr. Blacklow abstained)

To approve Mr. Blacklow's ABM to remove the old door and frame and replace with a white storm door.

**Resolution #334, 11/17/2020**

- (3) ABM- Gibbons- Upon motion duly made, the Board agreed,

To approve Ms. Gibbons ABM to install vinyl soffits on the balcony ceiling of B15-#2A, subject to future conditions, rules, or standards regarding the financial responsibilities of the owner for inspections, repairs, and replacement of those soffits.

**Resolution #335, 11/17/2020**

- (4) ABM- Goldstein- Upon motion duly made, the Board agreed,

To approve Ms. Goldstein's ABM to replace five windows with energy efficient windows.

**Resolution #336, 11/17/2020**

- (5) ABM- Cindy Wright- Upon motion duly made, the Board agreed,

To approve Ms. Wright's ABM to install HVAC units with Ronny Cabrera's approval of the modifications to the ABM.

**Resolution #337, 11/17/2020**

- (6) Signs- Ms. Viney reported that she met with the woodshop for drawings and measurements for the Mutual signs. There is a presentation in the works.

- E. Landscape Committee- Ms. Viney reported that units have cleaned up after the issue was brought to their attention. Additional maintenance issues will be addresses by the end of the year.

7. Unfinished Business – None at this time.
8. New Business–
  - A. Contracts- Upon motion duly made, the Board agreed,

To adopt the 2021 Management & Operating Contract dated 11/16/20 as amended.  
**Resolution #338, 11/17/2020**

Upon motion duly made, the Board agreed,

To instruct the President to inform Ronny Cabrera dba *Diversified Solutions Corp.* in writing that our property maintenance management contract will terminate effective December 31, 2020 and will not be renewed.  
**Resolution #339, 11/17/2020**
9. LWCC Advisory Committee(s) –
  - A. Education & Recreation- No report at this time.
  - B. Security & Transportation – The report was presented as distributed for the Board’s review.
  - C. Other Advisory Committees – None at this time.
10. Correspondence – None at this time.
11. Open Forum –
  - Mr. Sharman asked if it was too late to submit suggestions to the Rules and Regulation. The Board stated all suggestions are welcomed and can be submitted to the Mutual website.
  - Ms. Geneva inquired about getting another dumpster in her building from the County. She reports that many boxes are left unfolded in the trash room and they take up a lot of space.
  - Mr. Blacklow asked is why cant the existing signs be modified instead of being replaced. Ms. Viney stated the new signs will have Mutual 14’s new name of “Forest Glade”.
  - Many other residents reported the birthday’s and passing’s of other residents.
12. Next Meeting – Tuesday, December 15, 2020 at 9:30 a.m.
13. Adjournment – The meeting adjourned at 10:54 a.m.

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Kathy Viney, Secretary