

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, FEBRUARY 16, 2021

**Resolution #367-377**

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, February 16, 2021 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  
Alicia Drummond, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Laurie Burdick, Harold Crisp, Euclid Coukouma, Ann Dukes,  
Sharman Dupree, Jessie Fitzpatrick, Geneva Foster, Julie Gibbons, Maxine  
Hooker, Samuel Kadushin, Ron Krams, John Loveday, Cathy Madden, Leona  
O'Reilly, Jackie Rabinow, Gail Rosenberg, Dorothy Taylor, Cindy 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 January 2021.
3. Adoption of Agenda – The agenda was approved as amended;
4. Approval of Minutes-
  - A. Approval of Minutes of January 19, 2021 Regular Board Meeting– The January 19, 2021 Regular Board Meeting minutes were approved as presented.
  - B. Approval of Minutes of February 4, 2021 Rules and Procedure Meeting Minutes – The February 4, 2021 Meeting minutes were approved as presented.
5. President's Report – No report at this time.
6. Reports – Officers/Committee Chairs –
  - A. Secretary's Report
    - (1) Building Representative's Report – Ms. Viney stated that the report will be scheduled from bi-monthly to quarterly.

Upon motion duly made, the Board agreed,  
To approve amend the schedule for Building Rep Committee meetings from bi-monthly to quarterly, i.e. February, May, August, and November.

**Resolution #367, 02/16/2021**

(2) **Unit Status Report** – The unit status report was presented as distributed for the Board’s review.

A. **Treasurer’s Report** – Ms. Wiltz presented the invoices for the month of February 2021.

(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	\$84.80	GL Code: 620900	<b><u>Pet Waste Eliminator invoice #42991243</u></b> – Pet waste Eliminator bags 200/RL, Part Recycled Material. *Shipment 5 of 6. 02/1/2021
2	\$347.54	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #187594-</u></b> For removing and installed new four black rubber transition strips at main floor lobby of bldg. 14.
3	\$28.00	GL Code: 611900- 100001	<b><u>Rees Broome, PC Invoice #1215568</u></b> – For preparing and compiling Collections Debtor Status Report and send to appropriate Association Representatives.
4	\$125.00	GL Code: 621000- 100006	<b><u>J the Plumber Invoice #000138</u></b> – For testing three locations of water near parking garage for chlorine. No chlorine found. Results are with invoice.
5	\$312.50	GL Code: 621000- 100006	<b><u>J the Plumber Invoice #000148</u></b> – stopped up tier in building 14 ran water for 15 mins water drained estimate to follow to install cleanout.
6	\$482.00	GL Code: 621000- 100006	<b><u>J the Plumber Invoice #000164</u></b> – shut off building 12 and drained down the system. Replaced leaking section of 1” copper pipe in hall bath ceiling of 1G.

**Resolution # 368, 02/16/2021**

(2) **Invoice(s) under \$1,000.00** – Upon motion duly made, the Board agreed,  
To approve payment of the following invoice(s) **over \$1,000.00**:

1	\$1,344.00	GL Code: 611800-	<b><u>USI Insurance Services LLC Invoice #3542406-</u></b> Renewal of travelers casualty &
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		100002	surety for 01/02/21-01/01/22. *Retroactive Approval*
2	\$5,000.00	GL Code: 611800- 100002	<b>Insurance Claim-</b> For a furnace leak in 3A and leaked into 2A and 1A of 15121 Glade Drive. Date of Occurrence: 08/10/2020. Owner in 3A is responsible for reimbursement of claim.

**Resolution # 369, 02/16/2021**

- (3) Insurance Claim- Water damage clean-up was completed by A&A Restorations in 15121 Glade Drive 3A that leaked into two units below in 2A and 1A. The Board agreed that the clean-up and repairs in 2A and installation of wood flooring in 1A will be the responsibility of the unit owner in 3A.

Upon motion duly made, the Board agreed,

To approve to seek reimbursement from the owner in 15121 Glade Drive 3A (Tolbert) in the amount of \$5,000.00 for water and repair damages in the units below.

**Resolution # 370, 02/16/2021**

- (4) February Journal Entries – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement. A report was distributed for Board review.

A. Property Maintenance Report-

- (1) Wilson – Upon motion duly made, the Board agreed,

To accept the proposal from Palmer Brothers for leak repair on ceiling in building 12 1G and to make payment in the amount of \$50.00 per hour and cost plus 10% markup and materials.

**Resolution #371, 02/16/2021**

Kitchen Drain – The Board received a proposal from J the Plumber for installation of a clean out in building 14 tier B and C, to be located in the 1C unit, in the amount of \$1,344.00.

Upon motion duly made, the Board agreed,

To accept the proposal from J the Plumber in the amount of \$1,344.00 if said installation is deemed necessary before August 17, 2021.

**Resolution #372, 02/16/2021**

- (2) Dynalectric – Inspections of electrical circuits will begin March 1<sup>st</sup> and 2<sup>nd</sup> 2021.

A. Landscape Committee – No report at this time.

1. Unfinished Business -

A. Adopt Amended Rules -

Upon motion duly made, the Board agreed,

The Board, after consideration of comments from owners, agrees to adopt the 1.12.21 version of the "Mutual 14-Forest Glade Rules and Procedures" as amended at the Feb. 4, 2021 Open Forum. Said version, superseding all previous Rules, will become effective on March 1, 2021 and will be mailed to all owners as required by Maryland law.

**Resolution #373, 02/16/2021**

B. Adopt Mutual Sign

Upon motion duly made, the Board agreed,

The Board approves the proposal from the Leisure World Wood Shop to fabricate four (4) signs at a cost of \$3,996.00 plus installation at \$50.00/hour estimated at \$400. A deposit of \$2,200.00 to be paid on signing, and the balance upon receipt of an invoice at completion, funded from the Replacement Reserves.

**Resolution #374, 02/16/2021**

C. Laymen Property - Ms. Hunter stated that condo fees have been assessed and documents recorded for the Laymen property.

2. New Business-

A. President's Spending Authority

Upon motion duly made, the Board agreed,

For the current calendar year, the Board authorizes the mutual President to initiate by his or her signature - in situations where time is of the essence, and without a Board resolution - actions/work/projects/tasks on behalf of the mutual, provided that expenses so incurred do not exceed a total of \$1,000.00 in any given month.

**Resolution #375, 02/16/2021**

B. Electronic Transmission of Election Material

Upon motion duly made, the Board agreed,

Electronic Communication with Owners - Upon motion duly made, and in accordance with the Maryland Condominium Act Section 11-139.1 *Electronic Transmissions of Notice* and the Mutual 14 Bylaws, the Board of Directors approves the delivery of official notices of meetings and other mutual information to residents by electronic transmission.

1. Electronic transmission in lieu of communications delivered by hand or USPS must be authorized in writing by individual residents.

(a) An authorizing document will be mailed by USPS to all current residents.

(b) An authorizing document will be included in all future resale packages.

2. This approval does not include transmission of ballots and proxies.

**Resolution #214, 3/17/20**

The Board agrees to amend Resolution #214 by deleting item #2, and authorizes the electronic transmission of election material, including ballots and proxies, between the mutual and unit owners.

**Resolution #376, 02/16/2021**

- C. ABM – Carport Cubby – Gold - The Board received an ABM for 3500 Forest Edge Drive to add an additional carport cubby in the assigned carport. Upon motion duly made, the Board agreed, To approve the ABM for 3500 Forest Edge 2E to install an additional cubby in the carport to be completed by PPD for this unit at the maintenance and expense of the unit owner.

**Resolution #377, 02/16/2021**

- D. WSSC Construction – Ms. Hunter reported that WSSC is currently working on the golf course and storing their equipment on Vintage Hill Drive parking lot.

3. LWCC Advisory Committee(s) –

- A. EPAC Committee- The report was presented as distributed for the Board's review.
- B. Security & Transportation – The report was presented as distributed for the Board's review.
- C. LWCC- The report was presented as distributed for the Board's review.
- D. Other Advisory Committees – None at this time.

4. Open Forum –

- Jackie Rabinow requested a photo of the approved signage and to provide a description in the Grapevine.
- Sharan Dupree inquired on more information regarding the gate access system and transporters.
- Bobbie Palmer praised Mr. Blacklow on his work and efforts on the signage.

1. Next Meeting – Tuesday, March 15, 2021 at 9:30 a.m.

2. Adjournment – The meeting adjourned at 10:40 a.m.

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Kathy Viney, Secretary