

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

**Resolution #378-391**

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, March 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, Pauline Bowen, Harold Crisp, Sharman Dupree, Jessie Fitzpatrick, Geneva Foster, Julie Gibbons, Marilyn Greggs, Maxine Hooker, Rick Kaiser, Ron Krams, John Loveday, Cathy Madden, Sharon Moores, Linda O'Neil, Leona O'Reilly, Jackie Rabinow, Mary Vaughan

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 presented.
4. Approval of Minutes-
  - A. Approval of Minutes of February 16, 2021 Regular Board Meeting- The February 16, 2021 Regular Board Meeting minutes were approved, as amended. 8.D. – change to "Vantage" and omit word "parking".
5. President's Report – Ms. Hunter reported that the new version of the rules and procedures were mailed to owners effective March 1, 2021. Due to untimely mail delivery, an option to request and return a ballot via email for the Annual Meeting. This will be included in the notice.

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6. Reports – Officers/Committee Chairs –

A. Secretary's Report – Ms. Viney reported that there was not building rep. meeting this month. She presented the unit status 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) Journal Entry – 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. Treasurers Report – Ms. Wilts presented the list of invoices for approval.

(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:<br>621600            | <b><u>LWMC Physical Properties Invoice #188660</u></b> – cleaned gutters at the carport space #16 of Bldg 10- 15101 Glade Drive Invoice date 2/25/2021   |
| 2 | \$343.63 | GL Code:<br>620300-<br>100007 | <b><u>LWMC Physical Properties Invoice #175312</u></b> - retrofitted fixtures with new recessed LED lights Invoice date 3/31/2020  |
| 3 | \$47.00  | 620200-<br>100006             | <b><u>LWMC Physical Properties Invoice #181465</u></b> - Inspected bedroom ceiling for leak- no sign of leak on first visit, no leak found on second day when raining. Ceiling needs to be repaired. Invoice date 9//18/2020 |
| 4 | \$105.60 | 620300-<br>100007             | <b><u>LWMC Physical Properties Invoice #182611</u></b><br>Emergency light test for month of December 2018; replaced two lights. Invoice date 10/7/2020   |
| 5 | \$568.16 | 621000-<br>100006             | <b><u>LWMC Physical Properties Invoice #188151</u></b><br>Tested backflow: Bldgs 10-15 passe; Bldgs 16 and 17 failed checked second time passed. Invoice date 2/10/2021  |

|   |          |               |  |
|---|----------|---------------|--|
| 6 | \$95.40  | 612500        | <b><u>Tiger Technologies Invoice #583583 -</u></b><br>Website maintenance; domain name renewal and hosting. March 14, 2021- March 13, 2022 |
| 8 | \$375.00 | 621000-100006 | <b><u>J the Plumber Invoice #000187 -</u></b> Cleared laundry drain at 12-1E. Invoice date March 15, 2021.                                 |

**Resolution # 378, 03/16/2021**

(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 | \$2,550.00 | GL Code:<br>620400-100006 | <b><u>LWMC Physical Properties Invoice #185004</u></b><br>Replaced AC & Heating units in bldg. 14,16 & 17 at Elevator control rooms per proposal. Invoice date 11/24/2020 |
| 2 | \$2,308.00 | 621100-100018             | <b><u>Dynalectric Invoice #36940 -</u></b> Annual fire monitoring 01/01/21-12/31/21. Invoice date 2/11/2021   |
| 3 | \$1,385.00 | 611500                    | <b><u>Gross Mendelsohn Invoice #382724 -</u></b> Audit preparation for year ending December 31, 2020. Invoice date 02/12/21   |

**Resolution # 379, 03/16/2021**

(1) Reimbursement Request- Upon motion duly made, the Board agreed, To approve to reimburse the owner in 15101 Glade Drive 1B (Viney) in the amount of \$595.00 for the payment of the Mutual 14 web support to Scott Schumacher.

**Resolution # 380, 03/16/2021**

Upon motion duly made, the Board agreed,

To approve to reimburse the owner in 3501 Forest Edge Drive (Blacklow) in the amount of \$21.17 for the payment of ice melt from Home Depot.

**Resolution #381, 03/16/2021**

(2) Laymen Property (B16-2C) Bad Debt – Upon motion duly made, the Board agreed,

To approve for the Accounting Department to write off \$8,351.00, the balance of the bad dept related to the Layman (B16-2C) delinquency, from January 1, 2020 through November 22, 2020.

**Resolution #382, 03/16/2021**

- (3) March 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. Ruth Hunter – Pending Projects

- (1) Cable Covers - Upon motion duly made, the Board agreed,

To approve the proposal from **J&M Construction** to install cable covers where indicated throughout the Mutual at a cost of \$50.00 per man hour plus materials, to be paid from Operating Funds [**GL 620200-100006**] on presentation of an invoice.

**Resolution #383, 03/16/2021**

1. Kathy Viney – Pending Projects

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

To accept the Orkin proposal for termite treatment at building 15, unit 1G in the amount of \$1298.00 to be paid from pest control.

**Resolution #384, 03/16/2021**

The Board approved proposal #001323 from **J the Plumber** for \$1,180.00 to perform drain clearing tasks in B12-1E Plumbing Maintenance [**GL621000-100006**].

**Resolution #385, 03/16/2021**

The Board approves proposal #001290 from **J the Plumber** to perform Stack Vent Cleaning in B10-17 in April – June 2021, \$9,640.00 to be paid out of Plumbing Maintenance [**GL621000-100006**] on completion and presentation of invoice(s).

**Resolution #386, 03/16/2021**

The Board approved proposal #001309 from **J the Plumber** to perform Backflow Testing [including WSSC permits] in B10-17 in August 2021, \$2,360.00 to be paid from Plumbing Maintenance [**GL621000-100006**] on completion and presentation of invoice(s).

**Resolution #387, 03/16/2021**

(2) Backup at 13-1G Who Pays – Upon motion duly made, the Board agreed,

The Board adopted the motion to return LWMC Inv #188288 dtd 2/12/21 for \$157.56 [sent to owner of B13-1G] to be re-assigned as “M” type and paid out of Plumbing Maintenance [GL621000-100006].

**Resolution #388, 03/16/2021**

(3) ABM- O’Reilly - Upon motion duly made, the Board agreed,

To approve the ABM for light fixture installation in exterior side of garage at 2 Vantage Hill Ct (O’Reilly). Expense and maintenance will be owner’s responsibility.

**Resolution #389, 03/16/2021**

- A. Landscape Committee – M&B Proposals – Ms. Moores provided information regarding the 2021 Landscape Proposal received for crab grass and weed control. She also stated that grass is cut every 7-10 days. McFall & Berry has agreed to remove gardens at the residents’ request at the cost of \$250.00. She will contact McFall & Berry for scheduling and the owner will reimburse the Mutual.

Upon motion duly made, the Board agreed,

To accept the 2021 Landscape proposal from McFall & Berry that will include 2 applications of Preem to all lawn areas at a cost of \$4410.00 in the early spring and to provide 1 application of Fiesta (iron-based product) to all lawn areas at a cost of \$1368.00 in late spring. The total to make payment in the amount of \$5778.00 to McFall & Berry.

**Resolution #390, 03/16/2021**

B. LWCC Advisory Committee(s) –

- a. EPAC Committee- No report at this time.
- b. Security & Transportation – The report was presented as distributed for the Board’s review.
- c. LWCC- Mr. Blacklow reported that construction at the main gate has started. The LWCC Special Meeting addressed the Clubhouse 1 improvement plans.
- d. Other Advisory Committees – None at this time.

C. Open Forum –

- Leona O'Reilly inquired about the number of candidates received. She also inquired about a possibly hiring a management company for the Mutual.
- Ruth Hunter commented on the noise from the recycling trucks.
- Harold Crisp had a termite charge comment.
- Hae-Sun-Joo had a comment to consider main pipe replacement.

A. Next Meeting – Tuesday, April 20, 2021 at 9:30 a.m.

B. Adjournment – The meeting adjourned at 10:45 a.m.

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Kathy Viney, Secretary