

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JULY 20, 2021

Resolution 16-25

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, July 20, 2021 at 9:30 a.m.

DIRECTORS PRESENT: Kathy Viney, President; Barbara Palmer, Vice President;
Ruth Hunter, Secretary;

DIRECTORS ABSENT: Gary Leber, Treasurer; Jane Carona, Director

MANAGEMENT: Melissa Pelaez, Assistant General Manager
Alicia Drummond, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Roger Blacklow, Maureen DeSouza, Sharman Dupree, Jessie Fitzpatrick,
Julie Gibbons, Rick Kaiser, Ron Krams, John Loveday, Cathy Madden, Leona O'Reilly,
Jackie Rabinow, Dorothy Taylor, Mary Vaughan, Laura Wiltz

1. Call to order – Ms. Viney 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 July 2021.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes-
 - A. Approval of Minutes of June 15, 2021 Regular Board Meeting– The minutes were approved, as amended. Change name on signature line on last page.
5. President's Report – Ms. Viney addressed the need for more volunteers to serve on the Board for a Board of seven to be formed.
6. Reports – Officers/Committee Chairs –
 - A. LWCC/M14 Rep Report – Mr. Blacklow's report is included in the agenda for review. In addition, Mr. Blacklow wanted to report about the smoking ban in the community. The Board will not recommend this policy. He also reported that the search for the replacement of the General Manager has started. The Committee is in the process of reviewing resumes for a selection by the end of the year. Also, Management has the approval to purchase a non-ambulatory van.
 - B. Secretary's Report – Ms. Hunter presented the following reports.

(1) Building Representative’s Report – No report for this month.

(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.

C. Treasurers Report – Mr. Leber 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:

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$495.00	620200-100006	<u>Palmer Brothers Invoice #96028</u> – Preparation, repair and painting interior ceiling surfaces as requested and discussed to Building #12-1G on a T&M basis at \$50.00/ hr. and material cost with 10% markup on material. Labor of 7.5 hours at \$50.00/hr. 4/12/2021
2	\$140.90	620300-100007	<u>LWMC Physical Properties Invoice #193350</u> Per Ms. Viney: Bldg. #17-3511 Forest Edge Dr. – repaired carport light fixture at bay#9-10-Tightened screw holding socket in place, replaced flo tube; replaced ballast and tube at space 8. 6/2/2021
3	\$90.00	621000-100006	<u>LWMC Physical Properties Invoice #193560</u> - Per main gate: Checked water main break – found water flooding parking lot and WSSC on site-notified Mutual President. 6/7/2021
4	\$868.00	690000-110014	<u>Palmer Brothers Invoice</u> – Change order to make repairs beyond scope of contract as follows in Building 12: Bondo repair to ceiling in B2; Rail repair to front of G2; Rail repair in front of F3; Rail repair to front F2; Install new rail to rear of G2. 6/16/2021

5	\$375.72	620900	<u>Orkin</u> – Pest control service from September to December 2020. 6/17/2021
6	\$328.00	621000-100006	<u>JThePlumber Invoice #000292</u> – Building 14 trash room hose bib. 6/21/2021
7	\$437.00	690000-100012	<u>JThePlumber Invoice #000293</u> – Building 14 debris in water pipes. 6/21/2021
8	\$653.04	620300-100007	<u>LWMC Physical Properties Invoice #194174</u> – Tested all emergency lighting in buildings 10-17. Building 13 and 15 have heads hanging by wires. All other lights are working fine. Re-fastened head in building 15. Retro fitted and installed new head in building 13. 6/22/2021
9	\$350.00	621400-100002	<u>McFall & Berry Invoice #210233</u> – Tree work at 3500/10 Forest Edge Dr. Buildings 15 & 16. Take down & remove declining red bud tree & stump. 6/23/2021
10	\$882.19	620400-100002	<u>Schindler Invoice #7153321909</u> – Customer reported: Only elevator out of service, stuck on unknown floor and not responding in B14. 6/28/2021
11	\$315.00	621000-100006	<u>JThePlumber Invoice #000303</u> – 15141 Vantage Hill Rd. Rear hose bib. 6/30/2021
12	\$325.96	611900-100002	<u>ReesBroome, PC. Invoice #1240246</u> – For professional services rendered through 6/30/2021. Re: 000009 Carl A. Bolin 6/30/2021
13	\$300.00	621600	<u>J&M Construction Solutions LLC Invoice #2014</u> – Roof leak at the middle stairwell in B12. Repaired by tearing out shingles and some sheathing replaced. 6/30/2021
14	\$965.00	611200	<u>Montgomery County DHCA Invoice #16484</u> – Registration Fee Community name: Leisure World-Mutual #14. 193 units x \$5.00 fee. 7/02/2021

15	\$200.00	621600	<u>J and M Construction Solutions LLC Invoice #2015</u> – Reported roof leak. We reflashed at partition area and reworked the tie in at TPO shingle transition area at 15137 Vantage Hill Rd 7/7/2021
16	\$900.00	690000-100015	<u>H&H Concrete #202456</u> – Asphalt repairs of the Forest Edge parking lot Building 14

Resolution # 16 ,07/20/2021

- (1) 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	\$1,560.00	620400-100003	<u>Dominion Elevator Inspection Services Invoice #112856</u> – Annual Test for Bldgs: #10-17. 6/15/2021
2	\$1,110.00	621100-100018	<u>Dynalectric Invoice #38794</u> – Quarterly sprinkler tamper flow switch test. 6/28/2021
3	\$39,200.00	690000-1100014	<u>Palmer Brothers Invoice 96294</u> – Billing for the 2 nd installment for the exterior painting per our proposal #45012, with a contact amount of \$117,600.00

Resolution #17, 07/20/2021

- (1) Reimbursement – Requests -

a. Viney – Upon motion duly made, the Board agreed,

To approve reimbursement to Kathy Viney in the amount of \$105.96 for printer ink and welcome pack folders. GL612500

Resolution #18, 07/20/2021

b. Collection Report – A collection status report from Rees Broome was included for Board review.

D. Property Maintenance Report-

- (1) ABM- Libra Investments- Upon motion duly made, the Board agreed,

To approve the ABM submitted by the owner of unit 3501 Forest Edge Drive #3C to renovate the entire unit. Work will be at the expense and maintenance of the unit owner.

Resolution #19, 07/20/2021

- (2) Power Wash Proposal – Upon motion duly made, the Board agreed,

To accept the proposal from Physical Properties to power wash the retaining wall at the end of Vantage Hill Road at the cost and to make payment in the amount of \$340.00 upon completion.

Resolution # 20, 07/20/2021

- (3) Landscape Proposal – Upon motion duly made, the Board agreed,

To accept the proposal from McFall & Berry proposal number L21185ME for installing plants in the Mutual at a cost of \$2,029.75.

Resolution #21, 07/20/2021

- (4) Frost Cleaning – Upon motion duly made, the Board agreed,

To renew the contract for Frost Cleaning at an increase of \$200.00 per month for a total contract amount of \$4100.00 per month that will cover the period of July 1, 2021 through June 30, 2022 to be paid on a recurring basis with GL Code 620700.

Resolution #22, 07/20/2021

- (5) B15-1F – Who Pays Invoice 193769 – The unit owner has requested for the Mutual to pay the invoice in the amount of \$180.00 for clearing kitchen drain. Upon motion duly made, the Board agreed,

To approve to change the LWMC invoice #193769 to a “M” type and for the Board to approve for payment at the August meeting.

Resolution #23, 07/21/2021

- (6) VOIP – Mr. Viney proposed to remove the Verizon telephone lines servicing the fire alarm monitoring systems in Buildings 10,13,16, & 17, replacing them with Comcast Business internet lines, aka Voice Over Internet Protocol (VOIP):

- a. Upon motion duly made, the Board agreed,

To approve the Comcast service orders for the installation of two business VOIP service lines per building for the fire alarm systems in Buildings 10,13, 16, & 17, and to the recurring monthly payment to Comcast pursuant to that contract from GL622400 (telephones).

Resolution #24, 07/21/2021

b. Dynalectric – Upon motion duly made, the Board agreed,
To approve Dynalectric’s installation and programming of VOIP compatible dialers to the fire alarm panels at an approximate cost of \$720/building, payment upon completion and presentation of an invoice from GL621100-100018 (Fire & Security).

Resolution #25, 07/21/2021

(7) Dynalectric Electrical Inspection – Dynalectric has completed the electrical inspections. Ms. Viney is waiting for the finalized report.

(8) A/C System Proposal - Upon motion duly made, the Board agreed,
To accept the proposal from Physical Properties to supply and install one Frigidaire through-the-wall heater and air conditioner in the existing wall case in the elevator machine room at the cost of \$950.00 as stated on proposal in the elevator control room in building 11.

Resolution #26, 07/21/2021

E. Landscape Committee – No report at this time.

F. LWCC Advisory Committee(s) –

a. EPAC Committee- No report at this time.

b. Security & Transportation – No report at this time.

c. Other Advisory Committees – None at this time.

G. Correspondence-

a. Underaged Letter – A unit owner requested in writing if the Board could approve for their underage son to live in the unit. The Board unanimously discussed and denied this request.

b. Call for Proposals – A call for proposals form was provided for residents to provide ideas for projects to be considered for addition to the Trust Facilities Enhancement Plan.

H. Open Forum –

- Carol Ames – Ms. Ames stated her opinion on having two additional Board members. She also stated that her resume was submitted for elections.
- Roger Blacklow – Mr. Blacklow requested that residents may contact him regarding ideas for improvements in the Community. He thanked Ms. Viney for her participation with the walk-throughs with the electricians. Mr. Blacklow proposed to the Board to not hold an August meeting.
- Jessie Fitzgerald – Ms. Fitzgerald expressed her concern if the painters have been vaccinated and for them to wear masks when indoors and in the units.
- Jackie Rabinow- Ms. Rabinow praised Mr. Blacklow with his efforts on the Board.
- Sharman Dupree – Ms. Dupree inquired about legal ramifications in result of underage denial. She also inquired about the resale fee cap.
- Ruth Hunter- Ms. Hunter further clarified the underage denial decision.
- Kathy Viney – Ms. Viney responded to Ms. Fitzgerald’s concern.

I. Next Meeting – Tuesday, August 17, 2021 at 9:30 a.m.

J. Adjournment – The meeting adjourned at 11:010 a.m.

Ruth Hunter, Secretary