

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, AUGUST 17, 2021

Resolution 26-31

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, August 17, 2021, at 9:30 a.m.

DIRECTORS PRESENT: Kathy Viney, President; Barbara Palmer, Vice President;
Ruth Hunter, Secretary; Gary Leber, Treasurer; Jane Carona, Director

DIRECTORS ABSENT:

MANAGEMENT: Crystal Castillo, 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. Castillo 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 July 20, 2021, Regular Board Meeting– The minutes were approved, as written.
 - B. Special Meeting – The minutes were approved, as written.
5. President's Report – Ms. Viney reported that a letter went out to unit owners regarding the amendment to the LW Trust resales increase from 2 to 3%.
6. Reports – Officers/Committee Chairs –
 - A. LWCC/M14 Rep Report – Mr. Blacklow's report is included in the agenda for review.
 - B. Secretary's Report – Ms. Hunter presented the following reports.
 - (1) Building Representative's Report – A building representative is still needed for building 13. Ms. Hunter also announced her term of service is until next April at the time of elections. She stated that if there are enough candidates she will resign during that 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.

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	\$180.00	620300-100007	<u>LWMC Physical Property Invoice #196220</u> – Buildings 10-17 emergency lights for the month of July 2021. 7/28/2021
2	\$340.00	620200-100006	<u>LWMC Physical Properties Invoice #195942</u> - power wash wall on Vantage Hill Rd
3	\$47.00	620200-100006	<u>LWMC Physical Properties Invoice #196038</u> – Building 16 fire alarm call. 7/27/2021
4	\$47.00	620200-100006	<u>LWMC Physical Properties Invoice #193560</u> -Power wash wall on Vantage Hill Rd, per proposal. 7/26/2021
5	\$245.24	620300-100007	<u>LWMC Physical Properties Invoice #195793</u> – Replaced bulbs in buildings 12,13,17 7/22/2021
6	\$950.00	620200-100006	<u>LWMC Physical Properties Invoice #195689</u> – Install through the wall heater and a/c in 2 nd floor elevator machine room in Building 11 7/22/2021
7	\$58.50	<u>621100-100018</u>	<u>Dynalectric Invoice #39194</u> –Runaway for ND01-4460 C/Z 351-0. 15101 Glade Drive. 7/27/2021

8	\$89.00	621100-100018	<u>Dynalectric Invoice #521501</u> – Runaway for ND01-4467 building 17. 4/23/2021
9	\$84.80	620900	<u>Pet Waste Invoice #43045483</u> – Pet waste eliminator bags 200/rl 7/26/2021
10	\$200.00	621600	<u>J&M Construction Invoice #2017</u> – Replaced blown out shingles. 7/21/2021
11	\$436.00	611900-100002	<u>Rees Broome Invoice #1244923</u> – Attorney fees for lien process 7/31/2021

Resolution #27, 08/17/2021

- (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	\$13,020.00	690000-1200001	<u>Dynalectric Invoice #39097</u> – Electrical Preventative Maintenance building 15. 7/28/2021
2	\$5,778.00	621400-100002	<u>McFall & Berry Invoice #210755</u> – natural pre & post emergent. 7/19/2021
3	\$39,700.00	690000-110014	<u>Palmer Brothers Invoice #96408</u> – Billing for 3 rd and final installment for exterior painting per proposal #45012, with a contract amount of \$117,600.00 7/27/2021

Resolution #28, 08/17/2021

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

To reclassify the H&H Invoice #2020456 dated 7/19/21 in the amount of \$900.00 from GL690000-100015 [Replacement Reserves-Roofs] to GL 690000-100012 [Replacement Reserves-Plumbing].

Resolution #29, 08/17/2021

- b. Liens – The attorney requested that the Board decide if a lawsuit should be filed on the unit with the lien. The Board agrees to not file a lawsuit and let the lien sit until the unit sells. No action will be considered until January.

D. Property Maintenance Report-

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

To approve the ABM submitted by the owner of unit 15121 Vantage Hill Road #5B to renovate the second bathroom. Work will be at the expense and maintenance of the unit owner.

Resolution #30, 08/17/2021

(2) Palmer Brothers Proposal – Upon motion duly made, the Board agreed,

To accept the proposal from Palmer Brothers to repair openings at six locations in building 15 on second floor storage rooms. No painting needed at a cost and to make payment in the amount of \$450.00.

Resolution # 31, 08/17/2021

(3) Backflow Testing - Jason Lizer is waiting on permits from WSSC so he may proceed with the annual backflow testing, as required by law.

(4) Dryer Vent – Ms. Viney is expecting a proposal from PPD for dryer vent cleaning by next month.

(5) Smoke Detectors – All smoke detectors must be replaced. The Plaza homes must have a smoke detector and carbon monoxide combo installed and it must be wired with a 10- year battery. The apartments will have 10 -year batteries.

(6) VOIP – Mr. Viney reported that the voiceover internet has been installed in buildings 10,13,16 and 17. Dynalectric will install dialers.

(7) Building 14 Carport Pipe – This project is in progress.

(8) Mutual Signs- The signs have been delivered and stored. They will be posted soon.

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- No correspondences at this time.
- H. Open Forum –
- I. Next Meeting – Tuesday, September 21, 2021, at 9:30 a.m.
- J. Adjournment – The meeting adjourned at 10.30 a.m.

Ruth Hunter, Secretary