

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

Resolution 67-78

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; (878 4818 8139; Access Code: 709833) on Tuesday, November 16th, 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: Melissa Pelaez, Assistant General Manager
Danesca Pineda, Administrative Assistant- Mutual Services

VISITORS: Laura Wiltz, Cathy Madden, John Loveday, Pauline Bowen,
Julie Gibbons, Mary Vaughan, Leona O'Relly, Carol Ames, Jessie
Fitzpatrick, Maureen DeSouza, Ron Krams, Sharman Dupree,
Stephen Frank, Jacqueline Rabinow, Rick Kaiser, Cindy no last name,
Barbara Palmer

1. Call to order – President Viney called the meeting to order at 9:33 a.m.
2. General Manager's Report – Ms. Crystal Castillo presented the General Manager's report and addressed all questions and concerns.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes-
 - A. Approval of Minutes of October 19th, 2021, Regular Board Meeting– The minutes were approved, as written.
5. LWCC Report from Mr. Roger Blacklow (attachment).
6. President's Report –
 - Ms. Viney has received concerns about resident living with underage daughter and children, a letter was sent and a phone call to the resident. The resident informed Ms. Viney that they are moving out sometime in December and are thinking about selling the unit.

- Ms. Viney reported about the Insurance deductible Pool which still in the discussions stage.

-Ms. Viney reported that the mutual assistant hours were reduce from 300 to 200 for the Year 2022.

A. Approve M & O for 2022.

- Upon motion duly made, the Board agreed,

To approve the Mutual 14 Management and Operating Agreement for 2022.

Resolution #70, 11/16/2021

B. Adopt Budget for 2022.

-Upon motion duly made, the Board agreed,

To approve the Mutual 14 Budget for 2022.

Resolution #71, 11/16/2021

7. Secretary's Report – Ms. Hunter presented the following reports.

A. Unit Status Report – (Attachment from Ruth Hunter)

B. Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement.

8. Treasurers Report – Mr. Leber presented the list of invoices for approval.

1. November Invoices (Attachment)

a. 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	\$670.76	620200-100006	<u>LWMC Physical Property Invoice #201575–</u> Installed thresholds in front of Elevators at 3501 Forest D. Building 14,15,16 Dated: 10/28/2021
2	\$390.00	620200-100006	<u>LWMC Physical Property Invoice #201350-</u> Turned on all the lobby and trash room

			heater in buildings 10-17. Adjusted the thermostats and checked the voltage for the heaters. Dated: 10/26/2021
3	\$234.03	620300-100007	<u>LWMC Physical Property Invoice #201635</u> - Bldg. 10-15101 Glade Dr. lights out at 1 st and 2 nd floor lobbies. Bldg. 12-15111 Glade Dr. lights out in 1 st floor lobby. Dated: 10/28/2021
4	\$210.00	620300-100007	<u>LWMC Physical Property Invoice #200702</u> - Bldg. 10-17 tested emergency lights for the month of October 2021 Dated: 10/18/2021
5	\$135.68	621100-100018	<u>LWMC Physical Property Invoice #201978</u> - cut new piece of plexi glass and remounted kiddie of fire extinguisher at Building 10-15101 Glade Dr. (near unit 3G) Dated: 11/04/2021
6	\$20.05	620300-100007	<u>Dynalectric Invoice #40524</u> -82 runaway starting 09/19 for ND01-4467 Dated: 11/02/2021
7	\$150.00	621400-100002	<u>McFall & Berry Landscape Invoice #211701</u> - Removed bricks & solar panel lighting from foundation bed at 15101 Glade Dr. Bldg.10 Dated: 10/28/2021
8	\$148.40	620200-100006	<u>Frost Cleaning Services Invoice # 2762</u> - Purchased pet stations bags per Ms. Viney. Dated: 10/1/2021
9	\$339.94	611900-100001	<u>RB Res Broome, PC Attorneys at Law Invoice #1255927</u> - prepared letter to State Farm: re: pending water loss and adjuster, B.12. Dated: 10/31/2021
10	\$103.24	622400	<u>Comcast Business Acc#1452144</u> - monthly statement summary. Dated: 10/06/2021
11	\$103.24	622400	<u>Comcast Business Acc #1452177</u> - monthly statement summary. Dated: 10/06/2021

12	\$103.24	622400	<u>Comcast Business Acc #1452185-</u> monthly statement summary. Dated: 10/06/2021
13	\$103.24	622400	<u>Comcast Business Acc #1452201-</u> monthly statement summary. Dated: 10/06/2021
14	\$334.37	620200- 100006	<u>Kathleen Viney- Reimbursement Invoices</u> for lock boxes and keys purchased at Home Depot, Amazon, and Ace Hardware. Storage room. Dated: 10/15/2021
15	\$84.83	620200- 100006	<u>Kathleen Viney- Reimbursement Order #3199990333-</u> Trash can liners (Pet Waste Eliminator). Dated: 10/11/2021
16	\$99.61	612500	<u>Kathleen Viney- Reimbursement Order #78516</u> Ink and paper. Dated: 10/15/2021

Resolution #68 11/16/2021

(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	\$1,110.00	621100- 100018	<u>Dynalectric Invoice #40570-</u> Quarterly sprinkler tamper flow switch test. Dated: 11/04/2021
2	\$3,950.00	611800- 100002	<u>Kathleen Viney- Reimbursement Invoices # 7262a/72627a Environmental Solutions Inc.</u> Pre-testing at 3500 Forest Edge. \$1,050 post-testing at 15111 Glade \$2,900 Dated: 10/27/2021

Resolution #69, 11/16/2021

Upon motion duly made, the Board agreed,

To pay from GL611800-02 [Insurance Deductible] LWMC Invoice #200660 in the amount of \$636.92 for repairs in Unit #1F resulting from a leaking toilet at 15100 Glade Drive, Unit #3F --- and to authorize the

Accounting Dept. to assess that amount against the unit owner of Unit #3F as a continuing obligation until the mutual is reimbursed.

Resolution #72, 11/16/2021

1. Property Maintenance Report-

A. Proposal-Minkoff (B12 restoration) ratify Action w/o Meeting.

Upon motion duly made, the Board agreed,

To approve ratify Action Without a Meeting to accept the Minkoff Company's estimate #EH18693 in the amount of \$45,750.36 for kitchen restoration in Building 12 Units #1D & E and #2D & E at 15111 Glade Drive."

Resolution #67, 11/09/2021

B. Proposal-Fire Extinguisher Inspection

Upon motion duly made, the Board agreed,

To approve Ace Fire Extinguisher Service, Inc. proposal/Estimate #48906 in the amount of \$1,123.80 for the annual inspection and service of the Fire Extinguishers.

Resolution #73, 11/16/2021

C. Proposal- McFall and Berry landscape.

Upon motion duly made, the Board agreed,

To approve McFall & Berry proposal #L21497AA as amended in the amount of \$5,778.00 for 2022 recommendations.

Resolution #74, 11/16/2021

Upon motion duly made, the Board agreed,

To approve McFall & Berry proposal #L21559ME in the amount of \$5,539.00 to relocate river rock to the Rock Bed and install a retaining wall for a raised triangle bed in the park.

Resolution #75, 11/16/2021

Upon motion duly made, the Board agreed,

To approve McFall & Berry proposal #T21586AA in the amount of \$2,650.00 for take down & remove small Dogwood tree w/stump Backfill hole as needed in 15101 Glade Dr. B.10. Take down & remove large Junipers w/stump by the parking lot. Backfill holes w/soil then seed & straw Trees at \$225.00 each; stump at \$100 each.

Resolution #76, 11/16/2021

D. **ABM-Mueller-** Upon motion duly made, the Board agreed,

To approve the ABM submitted by Steven & Donna Mueller from 3501 Forest Edge Dr. Apt.# C3, for new windows, subject to PPD review and approval and receiving insurance documents requested.

Resolution #77, 11/16/2021

E. **ABM-Frank-** Upon motion duly made, the Board agreed,

To approve the ABM submitted by Mr. and Mrs. Frank from 15145 Vantage Hill Rd Unit 8-A, for Lighting, window, patio, other, subject to PPD review and approval and receiving documents requested.

Resolution #78, 11/16/2021

2. Open Forum –A resident asked about gutter problems, Ms. Viney replied if gutters problems become a major issue, she will investigate it. A resident inquired about the procedure to increase members of the Board, she was informed that the Board of Directors will need to vote to increase it; However, the Board needs to have enough candidates to make this decision.
3. Next Meeting – Tuesday, December 21st, 2021, at 9:30 a.m. via Zoom
4. Adjournment – The meeting adjourned at 11:17a.m.

Ruth Hunter, Secretary