



REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, JANUARY 18, 2022

**Resolution 87-98**

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 in the Sullivan room (directors) and via Zoom: 301-715-8592; (ID: 828 9614 0201; Access Code: 919282) on Tuesday, December 21, 2021, at 9:30 a.m.

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

**DIRECTORS ABSENT:**

**MANAGEMENT:** Melissa Pelaez, Assistant General Manager  
Danesca Pineda, Administrative Assistant- Mutual Services

**VISITORS:** Cathy Madden, John Loveday, Maxine Hooker  
Julie Gibbons, Leona O'Reilly, Carol Ames, Roger Blacklow  
Jessie Fitzpatrick, Maureen DeSouza, Mary Vaughan,  
Gail Rosenberg-Battrosky, Harold Crisp, Ron Krams, Ed,

1. Call to order – President Viney called the meeting to order at 9:33 a.m.
2. General Manager's Report – Ms. Melissa Pelaez presented the General Manager's report which is now called Community Report and addressed all questions asked.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes-
  - a. Approval of Minutes of December 21, 2021, Regular Board Meeting– The minutes were approved, as amended.
5. LWCC Report - Mr. Roger Blacklow was not able to attend the meeting. Ms. Viney attended in his place and gave a verbal report of the LWCC organizational meeting.
6. President's Report –

- a. Nominating committee- Their duty is to make a list of candidates who want to run for a seat on the Board. All this information will be in the newsletter The Grapevine.
- b. The Mutual Annual Meeting is scheduled for April 28, 2022, at 3:00pm via Zoom. A minimum of three candidates are needed for the board of directors to continue as a five-person board. Five candidates will be required to return to seven-person board.
- c. Regarding amending our Bylaws to require unit owners to maintain HO6 insurance on their units and to provide proof of that coverage:

- Upon motion duly made, the Board agreed,

To authorize the president to request our attorney to review the pertinent section of our bylaws, and to suggest amendments as necessary, and to proceed with the amendment process.

**Resolution # 88, 1/18/2022**

- 7. Secretary’s Report – Ms. Hunter presented the following report.
  - 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.

- Upon motion duly made, the Board agreed,

To approve payment of the following invoice(s) **under-\$1,000.00:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice #/ Description/ Inv. Date #:</u></b>
1	\$42.00	611900-100001	<b><u>RB Rees Broome, PC Invoice #1266455 -</u></b> For professional services rendered through December 31, 2021. Dated: 12/31/2021
2	\$135.00	621000-100006	<b><u>J The Plumber Invoice #000526-</u></b> For removed supplies from kitchen sink. Cleared debris from the cold side valve. Disassembled kitchen faucet to clean debris from the faucet. Ran water to test for B.14-1A. Dated: 1/10/2022
3	\$486.00	621000-100006	<b><u>J The Plumber Invoice #000527 –</u></b> For finding hose bib in utility closed had frozen and broke. Installed new frost proof hose bib and section to pipe. Secured the hose bib to the wall, sprayed insulation around the pipe. Gaps around the a/c unit needs to be filled to prevent

			cold air from entering the utility closet for B. 14-1F Dated: 1/11/2022
4	\$486.00	621000-100006	<b><u>J The Plumber Invoice #000528</u></b> – for finding hose bib at the trash room leaking and causing ice on the walkway. Cut out old hose bib and installed a new frost proof hose bib. Secured the hose bib to the wall and tested for B.12. Dated: 1/10/2022

**Resolution # 89, 1/18/2022**

A. Late 2021 Invoices:

-Upon motion duly made, the Board agreed,

To ratify payments of the following invoices from December:

**Resolution #80, 12/21/2021**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice #/ Description/ Inv. Date #:</u></b>
1	\$240.00	620300-100007	<b><u>LWMC Physical Property Invoice #203976-</u></b> for testing emergency lights for the month of December 2021 Bldgs. 10-17. all okay. Dated: 12/15/201
2	\$3,621.00	122700	<b><u>USI Insurance Service LLC. Invoice #3976010</u></b> – for Travelers’s Casualty and Surety Co. of Amer Policy No. 105620379 renewal-crime. Dated: 12/17/2021
3	\$1,136.00	621000-100006	<b><u>J The Plumber. Invoice #000513</u></b> – for checking 15-1A and 1B units for leak. Found a cracked waste stack in 15-1B and 2B. Disconnected 15-1A kitchen. Dated: 12/22/2021
4	\$1,209.00	611800-100002	<b><u>J The Plumber. Invoice #000509-</u></b> for turning on water to 12-1D. disconnected the kitchen for 12-2D. capped kitchen water lines for 12-2D Dated: 12/21/2021
5	\$200.00	620200-100006	<b><u>J and M Constructions Solutions LLC. Invoice #2093-</u></b> for 15123 Vantage Hill, reported leak in the bedroom. Tested the area with a moisture sensor. It showed dry. Performed some precautionary sealing. Further investigation will be required if this becomes an issue again. Dated: 12/22/2021
6	\$381.27	622400	<b><u>LWMC Physical Property- Reimbursement - Comcast acc # 8299 42 063 1452201</u></b> – for Comcast voice installation Dated: 11/29/2021

**Resolution #90, 1/18/2022**

-Upon motion duly made, the Board agreed,

To approve payment of Minkoff Company Invoice Tax ID #53-0228822- job #18725-1 in the amount of \$8,809.00 for emergency services for water damage: 3500 Forest Edge Dr. Units 1A and 1B. Date of service: 10/18/2021

**Resolution #91, 1/18/2022**

-Upon motion duly made, the Board agreed,

To approve payment of J The Plumber Invoice #000534 in the amount of \$1011.06. for B.12 units 2D and 2E kitchen. Reconnected kitchen sink, garbage disposal, icemaker, and dishwasher in unit 2D. extended kitchen sink drain and installed icemaker line from kitchen sink to fridge in unit 2E. Dated: 1/13/2022

**Resolution #93, 1/18/2022**

-Upon motion duly made, the Board agreed,

To approve payment of J The Plumber Invoice #000535- in the amount of \$ 467.27- for resetting the toilet in the master bath of unit B.15-2B. installed new wax seal, supply line, and toilet bolts. Hooked up kitchen sink in unit 1A. installed new icemaker line to the fridge. PPD will supply and install the dishwasher. Dated: 1/13/2022

**Resolution #94, 1/18/2022**

B. President's expending authority:

-Upon motion duly made, the Board agreed,

Amendment to Resolution #61, 11/17/05 and Resolution #374, 2/16/2 re spending authority:

The Board authorizes the mutual president to approve bills up to \$1,500.00. Except in the case of an emergency where the president may use his or her discretion, any expense over \$1,500.00 must be approved by Board resolution or Action Without a Meeting.

**Resolution #95, 1/18/2022**

9. Property Maintenance Report:

1. PPD routine maintenance

-Upon motion duly made, the Board agreed,

To authorize the Physical Properties Department to perform these routine maintenance projects according to the following schedule in 2022, payment upon satisfactory completion and presentation of invoice.

- Monthly: Emergency lighting - lamp head testing & repairs per County Code
- April: Heat OFF in lobbies & trash rooms at circuit board  
Heat-A/C window units in elevator machine rooms: change filter & check operation  
Clear catch basins and storm drains as needed  
Clear gutters, downspouts, & underground drain lines: **Apt. bldgs. & PH**
- October: Clear gutters, downspouts, & underground drain lines:  
**#2, 4, 6, 10, 12, & 14 VH Court units**
- November: Heat ON in lobbies & trash rooms at circuit board  
Heat-A/C window units in elevator machine rooms: check operation
- December: Clear catch basins and storm drains as needed  
Clear gutters, downspouts, & underground drain lines: **Apt. bldgs. & PH**

**Resolution #96, 1/18/2022**

-Upon motion duly made, the Board agreed,

To accept the 1/11/22 Palmer Brothers proposal #46543 to paint 48 standpipe connection cabinets and 8 transformer fences at a total cost of \$6,800.00.

**Resolution #97, 1/18/2022**

-Upon motion duly made, the Board agreed,

To accept the 1/13/22 LWMC proposal to install heaters in the fire control rooms in Buildings **10, 13, 16, & 17** at a cost of \$720 each = \$2,880.00.

**Resolution #98, 1/18/2022**

2. Updates:

- 1). VOIP fire alarm

- 2). Fire extinguisher inspection
- 3). Building 12, 14 and 15 water damage

3. ABM- Felsen

- Upon motion duly made, the Board agreed,

To approve the ABM submitted by Dawn and Alan Felsen from 3510 Forest Edge Dr. Unit 1E for lighting/electrical.

**Resolution #92, 1/18/2022**

-Upon motion duly made, the Board agreed,

To ratify its Action Without a Meeting, accepting the Minkoff Company's estimate #EH18727 in the amount of \$8,398.46 for the restoration/reconstruction at 3500 Forest Edge Drive [B15], units #1A & #1B.

**Resolution #87, 1/3/2022**

10. Open Forum- A resident shared the passing of Ms. Dorothy Taylor January 14, 2022.
11. Next Meeting – Tuesday, February 15, 2022, at 9:30 a.m. Hybrid
12. Adjournment – The meeting adjourned at 11:17 a.m.

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Ruth Hunter, Secretary