



REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, JANUARY 17, 2023

**Resolution #92-96**

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 and via Zoom: 301-715-8592; (ID: 847 2085 0351; Access Code: 672727) on Tuesday, January 17, 2023, at 2:00 p.m.

DIRECTORS PRESENT: Kathy Viney, President; Jim O’Neil, Vice President; Carol Ames, Secretary; Gary Leber, Treasurer; John Loveday, Director, Jane Carona, Director; Walter Faggett, Director

DIRECTORS ABSENT: None

MANAGEMENT: Robert Alonso Chief Financial Officer and Lee Shields Special Project Manager

Danesca Pineda, Mutual Assistant

ZOOM VISITORS: Gail Rosenburg, Jessie Fitzpatrick, Leona O’Reilly, Cathy Madden, Harold Crisp, Roger Blacklow, Julie Gibbons, Jacqueline Rabinow, Sam Kadushin

VISITORS IN SULLIVAN ROOM: Annette Loveday, Cindy Wright, Steve Hatos

1. Call to order – President Viney called the meeting to order at 2:02p.m.
2. Community Report – Mr. Shields presented the Community report for the month of December 2022. Mr. Alonso reported on the status of implementing the Property Management team and the delayed calculation of our condo fees.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes –
  - a. Approval of Minutes of December 20, 2022, Regular Board Meeting– The minutes were approved, as presented.
5. LWCC Report - Mr. Roger Blacklow reported that the LWCC did not have a meeting in December 2022.
6. President’s Report-

- a. Spending authorizations- Tabled as premature.
- b. Ms. Viney informed Mutual 14 Board members that election will be soon approaching: A call for candidates' letter should be going out in about three weeks. Owners will vote to fill two seats. Walter Faggett & Kathy Viney's terms have expired.
- c. Ms. Viney also informed the board and residents that Mutual 14 had been assigned a new accountant.

7. Secretary's Report

- a. Unit Status Report- no changes from last month report presented.
- b. Building Rep Report: n/a

8. Treasurers Report – Mr. Leber, Treasurer, presented the lists of invoices for approval.

a. December Invoices:

- 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:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice #/ Description/ Inv. Date #:</u></b>
1	<b>\$405.00</b>	620200-06	<b><u>LWMC Invoice #223234-</u></b> Per resolution #96 1/18/2022, Cleared catch basins and storm drains. Dated: 1/3/2023
2	<b>\$684.08</b>	620200-06	<b><u>LWMC Invoice #223235</u></b> – Per resolution 96 1/18/2022, cleared gutters, downspouts, underground drain lines at #2,4,6,10,13,14 Vantage Hill Ct. Damaged underground drain at 14 vantage hill Ct. needs to be replaced. Dated: 1/3/2023
3	<b>\$77.34</b>	612500	<b><u>Reimburse to Kathy Viney</u></b> -Staples Connect: aluminum downspout strainer, flex a-spout extensions. Dated:1/4/2023

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- 2. Invoices over \$1000- none
- 3. Burdick letter to the Board:

-Upon motion duly made, the Board agreed,

To waive the \$30 late fees charged on November 16 and December 16, 2022, against 3501 Forest Edge #1E.

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9. Property Maintenance Report:

A. Project Updates-

B. Discussion: New Carpet, Nail pops, and paint stairs in building 10-11.

Ms Viney will look at the nail points coming through the 3rd floor catwalk ceilings and determine if painting is required. Mr. Shields was asked to look into carpet for stairwell landings and no-slip tape for steps.

C. Proposals: Dynalectric; PPD-Routine Maintenance project; Schindler Elevator 1<sup>st</sup> of 2023 and 2<sup>nd</sup> of 2023.

-Upon motion duly made, the Board agreed,

To approve the Dynalectric proposal – in accordance with NFPA requirements - to perform a 5-year hydrostatic test on fire department connections, valve inspection, and standpipe flow test in all locations at a cost of \$5,055.00 to be paid from GL621100-18 [Fire & Security] upon completion and presentation of an invoice.

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-Upon motion duly made, the Board agreed,

To authorize the Physical Properties Dept. to perform routine maintenance projects in 2023 [inspect & test emergency lighting, blow out gutters & downspouts in plaza homes, turn on/off heat in apartment lobbies, trash rooms, & elevator maintenance rooms, and inspect & clear catch basins & storm drains].

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-Upon motion duly made, the Board agreed,

To the Schindler Elevator Corp. 2023 proposals [JBAA-CMZQGQ and JBAA-CMZQ7A] to replace the cylinder jack assemblies in two buildings at a cost of \$84,969.00 each [\$169,938 total], with 50% to be paid on signing and the balance upon completion and presentation of an invoice from GL690000-06 [Replacement Reserves-Elevators].

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10. Landscape Report: None

11. Open Forum:

-Ms. Jessie Fitzpatrick expressed gratitude for keeping the meeting under 2 hours.

-Ms. Julie Gibbons informed the residents that the new condo fee will be taken out by the end of this week.

12. Next Meeting – March 21, 2023, at 2:00 p.m. using the Hybrid format.

13. Adjournment – The meeting adjourned at 3:29p.m.

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Carol Ames, Secretary