



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, FEBRUARY 21, 2023

Resolution #98-109

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, February 21, 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 Brunelle, Senior Property Manager
Danesca Pineda, Mutual Assistant

ZOOM VISITORS: Gail Rosenburg, Jessie Fitzpatrick, Leona O’Reilly,
Julie Gibbons, Jacqueline Rabinow, Pauline Bowen

VISITORS IN SULLIVAN ROOM: Annette Loveday, Steve Hatos; Cathy Madden; Maxine Hooker; Jodi Davis.

1. Call to order – President Viney called the meeting to order at 2:07p.m.
2. Community Report – The community report was included in the board packet for their review. Mr. Brunelle presented himself and his work plan to the Board and addressed all questions asked and informed the board that he was going to follow up with an email listing the items he mentioned.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes –
 - a. Approval of Minutes of January 17, 2023, Regular Board Meeting– The minutes were approved, as presented.
 - b. Ratify- AWM Res #97

-Upon motion duly made, the Board agreed,

To ratify the Action Without a Meeting of January 17, 2023, to pay USI Insurance

Services in the amount of \$3,643 for Fidelity Insurance coverage.

Resolution #97, 2/2/2023

5. LWCC Report - Mr. Roger Blacklow- none

6. President's Report-

a. Motion to hold a Closed Session-

-Upon motion duly made, the Board agreed,

In accordance with the Maryland Condominium Act Section 11-109.1(a), the Board of Directors agree to hold a closed session following the adjournment of the February 21, 2023, regular meeting, for the purpose of “consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation of other legal matters.”

Attendance and rollcall vote:

Carol Ames	y	Jane Carona	y	Walter Faggett	y	John Loveday	y
Gary Leber	y	Jim O'Neil	y	Kathy Viney			y

Resolution #98, 2/21/2023

b. Annual Meeting- Smoking Amendment

-Upon motion duly made, the Board agreed,

To propose a “No Smoking” amendment to our Bylaws, the question to be on the ballot for the April 27, 2023, Annual Meeting.

Resolution #99, 2/21/2023

c. E-Rating Credit- There was a glitch, and the accounting department did not act on the resident's request about the E-Rating credit, residents will have to wait for until August for accounting to act on their request.

7. Secretary's Report

- a. Unit Status Report- attached for all board members to review.
- b. Building Rep Report: attached for all board members to review.
- c. Tenant violation- attached for all board members to review.

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

a. January 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:**

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$288.00	621000-06	<u>LWMC Invoice #224104-</u> 3501 Forest Edge Dr. unit 14-1F- Unable to clear the drain. Ran 40ft to 50ft. of cable. Returned to clear kitchen drain by running at 50ft cable and A&A was called. Dated: 1/20/2023
2	\$70.99	620200-06	<u>LWMC Invoice #223540</u> – Replaced one hard-wired smoke detector with one Kidde 12010S hard-wired smoke detector 10 years sealed at 3511 Forest Edge Dr. unit 17-3G. Dated: 1/11/2023
3	\$192.00	621000-06	<u>LWMC Invoice # 225287</u> -Bldg. 11-15100 Glade Dr. snaked trash room drain, cleaned cable. Dated: 2/13/2023.
4	\$332.50	620200-06	<u>LWMC Invoice #225368-</u> Per Res#95 1/17/2023; cleared gutters and downspouts, patios, atriiums, sidewalks and underground drains. Vantage Hill Court only. Dated: 2/14/2023
5	\$142.50	621000-06	<u>LWMC Invoice #225365-</u> Per Res#96 1/18/2022 inspected underground drains in building 4-9 (Vantage Hill Rd.) all drain okay. Dated: 2/14/2023
6	\$183.52	620300-07	<u>LWMC Invoice #225410-</u> Exit light w/batteries LED 3bA32 building 16-3510 Forest Edge- Exit light by unit 2E okay, replaced exit light by unit 2A that was hanging by wires. Dated: 2/14/2023
7	\$300.00	621100-18	<u>Dynalectric Invoice \$45864-</u> Checked monitory for all buildings and found 12.13. and 14 to have had comm. Failures but had restored. Dated: 1/1/2023
8	\$595.000	612500	<u>Scott Schumacher Invoice # mutual1413</u> - 12 hours prepaid time for web design, consulting, and editing (March 2023- March 2024). Dated: 1/21/2023
9	104.79	620200-06	<u>Reimburse to Kathy Viney Invoice/order #2733570-0</u> -Pet Waste Eliminator bags 200/RL part recycled material. Dated: 1/18/2023.
10	\$90.26	620300-07	<u>LWMC Invoice #225176-</u> Replaced CFL bulbs outside BLDG 13-unit 3A. Tested, works ok. Dated: 2/9/2023
11	\$232.95	621000-06	<u>LWMC Invoice #225244</u> – Replaced 3’ of ½ copper pipe on mechanical closet at 3500 Forest Edge Dr. Unit 15-1C. Dated: 2/10/2023.
12	\$731.29	621100-18	<u>Ace Fire Extinguisher Services Inc. Invoice #63791-</u> Annual maintenance and tag. Dated: 2/16/2023.

Resolution #100 2/21/2023

- (2) 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:

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$1,055.05	620300-07	<u>LWMC Invoice #223808-</u> Checked catwalk lights Bldg. 12- replaced photocells in garage; s 16” B” tier replaced photocell, replaced fixture in front of unit 3f; Bldg. 17” A tier replaced photocell. Dated:1/17/2023.
2	\$1,280.00	621000-06	<u>J The Plumber Invoice #000908 -</u> Kitchen/laundry jetting at 14-1F: ran jet machine and camera down the kitchen stack from the roof in building 14-unit 1F. found 10’ of pipe serving kitchen blocked with grease. Jetted out the laundry tier 150’. Dated: 1/24/2023.

Resolution #101, 2/21/2023

(3). Motion to Engage -Gross Mendelson.

-Upon motion duly made, the Board agreed,

To engage the auditing services of Gross Mendelsohn at a total cost of \$4,800.00 to be paid on presentation of invoices from GL611500.

Resolution #102, 2/21/2023

(4). Insurance Claim; 3501 Forest Edge Dr. Unit 1F.

-Upon motion duly made, the Board agreed,

To approve the payment of \$2,603.43 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a kitchen wastepipe backup at 3501 Forest Edge [B14] #1F Makfinsky.

Resolution #103, 2/21/2023

9. Property Maintenance Report:

A. Project Updates-

-Upon motion duly made, the Board agreed,

To Pursuant to the 2023 M&O Agreement, the Board agrees to authorize the **Property Management team** to incur expenses on behalf of Mutual 14 at his/her discretion, each expense not to exceed \$2,500.00. Expenses above that amount must be approved by a Resolution of the Board of Directors at their regular monthly meeting or by an Action Without a Meeting.

Resolution #104, 2/21/2023

B. Motion to authorize expending limit.

-Upon motion duly made, the Board agreed,

To authorize the **Property management team** to “ok to pay” invoices resulting from proposals or recurring contracts previously approved by a Resolution of the Board of

Directors that include specific payment instructions (i.e. “payment on satisfactory completion and presentation of an invoice funded from GL...”).

Resolution #105, 2/21/2023

C. Proposal: J the Plumber #001433

-Upon motion duly made, the Board agreed,

To proposal #001433 from Jay the Plumber to perform the annual snaking of all the stack vents in the apartment buildings at a cost of \$11,640.00, and to pay on completion and presentation of an invoice funded from GL621000-06.

Resolution #106, 2/21/2023

10. Landscape Report:

A. Appointment for members 2023

-Upon motion duly made, the Board agreed,

To appoint Jim O’Neil, Rick Kaiser, and Barbara Martin to serve on the Landscape Committee for the 2023 calendar year.

Resolution #107, 2/21/2023

11. Open Forum:

-Upon motion duly made, the Board agreed,

To authorize the PM to hire an engineer to look into a potential structural issue in Building 14, C-stack, at a cost not to exceed \$5,000.00.

Resolution #108, 2/21/2023

-Upon motion duly made, the Board agreed,

To authorize the **President** to incur expenses on behalf of Mutual 14 at his/her discretion, not to exceed a total of \$500.00. per month.

Resolution #109, 2/21/2023

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

13. Adjournment – The meeting adjourned at 3:37p.m.

Carol Ames, Secretary