

**Mutual 14**  
**Property Maintenance Committee**  
**Thursday, December 5, 2019 - 10:00am – Chesapeake Room**  
**MEETING MINUTES**

Members present: Richard Bambach, Bob Clipper, Julie Gibbons, Kathy Viney [Chair]  
Members absent: Stan Jones  
Others present: Ronny Cabrera, Ruth Hunter, Jessie Fitzpatrick

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Saul Architects [Eric Saul] presented elevations and construction standards for future patio and balcony enclosures based on initial discussion with mutual representatives. The presentation and discussion included an explanation of County Code requirements, set-back requirements requested by the committee, guidance on materials, some technical points, the committee's preference for transom windows for 1<sup>st</sup> & 2<sup>nd</sup> floor enclosures, and the inclusion of a "fact sheet" for owners and their contractors. **MOTION:** With these amendments agreed upon, **the committee voted unanimously to recommend that the Board accept the revised plan as presented by Saul Architects, and to proceed to adopt it into the Mutual 14 Rules.**

Approved / Pending Projects:

1. B15-3F balcony cement repair by M. Taylor postponed until spring 2020 due to weather. Res #125 10/15/19
2. J&M Construction proposal [Feb'19] to install an "in-kind" metal awning over the B17 entry ramp at a cost "not to exceed \$5,000.00" - pending. Res #146 11/19/19
3. Enhancement, Inc. proposal for repair/replacement of 6 trash room ceilings at \$5,420.00. Work was done December 2-5; Ronny Cabrera to verify completion. Res #142 11/19/19
4. RFP for painting B16 & B17 sent out. Pre-bid conference 12/9/19, proposal deadline 12/21/19, contractor selection 1/28/20
5. RFP for vinyl soffits reviewed & sent out. Pre-bid conference 1/6/20, proposal deadline 1/17/20, contractor selection 2/19/20. Proposals for scraping pans prior to vinyl installation to be discussed at pre-bid conference and included in proposals.
6. **MOTION** re paint colors: At the request of several residents, and after discussion, **the Committee unanimously recommends that the Board choose "white" for the end-unit doors.**
7. Lobby bulletin board installation [distracted, no discussion]

New business:

1. Settlement check from WSSC: The committee does not foresee using these funds for asphalt repairs in Vantage Hill Court and therefore unanimously approves a **MOTION to recommend that the Board agree to classify the 2016 WSSC settlement payment of \$6,287.80 as Replacement Reserve income.**

2. Hooks & chains on lobby doors: The committee discussed removing hooks & chains to prevent the weight of doors straining the hinges and causing recurring repair costs. Ronny Cabrera will get feedback from the Schindler technician about effect of summer heat in lobbies on elevator performance.
3. Trash room door strike plates: Ronny Cabrera has contacted Just Doors about repairs to strike plates damaged by trash collectors. Everyone agreed that repair costs will be sent to PPD/Vehicle Maintenance Division.
4. Signage: Proposed projects include new and improved carport space numbering, mutual entry signs to include Mutual 14's new nickname "Forest Glade", and updated building address signs.  
Bob Clipper and Julie Gibbons investigated options for the carport space numbering. Costs for plywood, paint(s), painting equipment, letters and numbers, and hardware would run between \$730 and \$1,050, but does not take into account the question of who would cut and paint 168 plaques, where it would be done, and who would install them. Members of the LW Woodshop indicated that they may not be able to complete a project this large in an acceptable time frame.  
After discussion, it was agreed that mutual signs [especially mutual entry & building address signs] should have a professional appearance and the committee asked Ronny Cabrera to find a sign company who would do a site visit and offer design & material options, and cost estimates, for signage.

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Submitted by Kathy Viney  
For the Property Maintenance Committee