

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, February 17, 2015**

Res #85-#91

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 of the Administration Building, on Tuesday, February 17, 2015 at 9:30 A.M.

Directors Present: John Radcliffe, President; Linda O’Neil, Vice President; Kathy Viney, Secretary; Barbara Palmer, Treasurer; Barbara Martin, Vickie McCarty, James Moores, Directors

For Management: Tim Coursen, Asst General Manager; Gloria Robar, Mutual Assistant

Visitors: Barbara Bowers, Pat Leanza, Charles Stallone

1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 A.M.
2. Welcome Visitors – Mr. Radcliffe welcomed Mr. Leanza and Mr. Stallone to the meeting.
3. General Manager’s Report – Tim Coursen, Asst General Manager, presented the General Manager’s Report for February 2015. All questions and comments were responded to by Mr. Coursen.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of the Minutes – The minutes of January 20, 2015 were approved as amended. Attendance: Vickie McCarty-absent.
6. President’s Comments – There were no comments at this time.
7. Open Forum – There were no items from the Floor.
8. Reports – Officers/Committee Chairs –
 - A. Secretary’s Report – Viney –

(1) Status Report – (attachment 1)– Copies of the report was made available to the Board and reviewed by Ms. Viney. It was noted that there is an overdue account and suggestion made to have legal counsel process an Intent to File Lien on the account.

B. Treasurer’s Report –Palmer –

(1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Ms. Palmer.

Upon motion duly made by James Moores, the Board agreed,

To approve the payment of the List of Invoices-(1-21-15 through 2-17-15), under \$1,000 in the amount of \$2,535.01. Inclusive of same motion to approve the reimbursement of \$64.00 to Linda the purchase of Pet Waste Eliminator bags.

said
O’Neil for

Resolution #85, 2/17/15

INVOICES OVER \$1,000 OR REQUIRING MOTION:

- 1. Insurance Claim: Jenny Wong – 3501 Forest Edge Drive, #14-3B-Date of Occurrence: 12/26/14 – Description: Tub waste line into unit below #14-2B (Morcos). Needed to cut hole in ceiling for access to tub drain – \$308.00.**

leaked
#14-2B’s

Upon motion duly made by Bobbie Palmer, the Board agreed,

To approve payment be made to LWMC from Mutual 14 for Insurance Claim related to tub waste line leak from 3501 Drive, #14-3B into Unit #14-2B (hole needed to be cut drain). Inclusive in same said resolution-request Jenny Wong (Unit#14-3B) to Mutual 14 in the amount of \$308.00.

Forest Edge
for access to tub
reimbursement from
the amount of \$308.00.

Resolution #86, 2/17/15

- 2. Malvin, Riggins & Company, P.C.-For services rendered to Mutual 14 for annual audit for year ending 12/31/14. \$1000.00.**

Upon motion duly made by Kathy Viney, the Board agreed,

To approve payment of \$1,000.00 – Invoice #: 1000038421 – Invoice Date: 1/31/15 to Malvin, Riggins & Company, P.C. for services rendered to Mutual 14 for annual audit for year ending December 31, 2014.

services
ending December

Resolution #87, 2/17/15

3. **Travelers-USI Insurance Services- Account No. 4916K4146 – Date: 1/12/15-for 0105620379 – Liability. \$3,753.00.**

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the payment of \$3,753.00 to USI Insurance Services- Account No. 4916K4146-Date: 1/12/15-For Policy #: 0105620379- yearly renewal of Liability Coverage for Mutual 14. Resolution #88, 2/17/15

4. **Western Pest Services-Invoice #:123433-Yearly Pest Control Services-\$1,434.24.**

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the payment of \$1,434.24 to Western Pest Services- Invoice #:12343315 – For the Yearly Pest Control Services for Mutual 14. Resolution #89, 2/17/15

C. Property Maintenance Committee – Leanza- (attachment 2)-Copies of the minutes of the February 5, 2015 PMC meeting were provided to the Board and reviewed by Mr. Leanza. All comments and questions members were responded to by Mr. Leanza and the PMC

After discussion on Knox Boxes, a Montgomery County Fire Department mandate that Knox Boxes be installed on all apartment buildings,

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the purchase of Knox Boxes as mandated by the Montgomery County Fire Department for the 8 apartment buildings in Mutual 14, to allow Harold Crisp, PMC, to handle this project in its entirety to include the purchase of the Knox Boxes, not to exceed the cost of \$3,000; and to approve the reimbursement of all costs incurred by Harold Crisp upon receipt of invoices. Resolution #90, 2/17/15

**D. Advisory Committee – Viney – Ms. Viney’s report at this time will include 8. G. Rules Committee:
(1) Discussion: Rule violations-Letters to correct violations have been sent to residents that have furniture on the balcony, cigarette littering, dog waste into the sewer, and removal of fluorescent butt**

lights
in the

from balcony. (2) Articles on Mutual 14 Rules will be published
Grapevine.

- E. Landscape Committee – Moores – A written report was submitted to the Board.
 - F. Social Committee – Moores – On February 16, 2015, the Social Committee had a great time at lunch.
 - G. Rules Committee – Viney – This Committee was included at 8. D. Advisory Committee.
9. Grapevine-Beth Leanza –Grapevine to be published upon receipt of all articles.
10. Unfinished Business –
- A. Rental Policy- Copies of the proposed Rental Restrictions for Mutual 14 were provided to the Board. After discussion,

Upon motion duly made by James Moores, the Board agreed,

To agree to review the Rental Restriction policy, to modify where necessary, present the modified policy to the Board for approval prior to submission to legal counsel and moving forward as a Board with said policy.
Resolution #91, 2/17/15
 - B. Invoices-Williams-(attachment 3) – It was agreed that subject invoices: #50534-dated 1/19/15-\$315.20- and #50477-dated 1/16/15-\$131.86 be returned to PPD for redirection of payment to Weichert Realtors, 3816 International Drive.
11. New Business –
- A. Unit Resale Inspection/Form-(attachment 4) - Subject deferred to a later date.
12. LWCC Advisory Committees –
- A. Education/Recreation-Leanza – There was no report at this time.
 - B. Restaurant-Moores – Meeting postponed; however progress is noted in the Facilities Enhancement Plan (FEP).

- C. **Emergency Prep-Pruett** – There was no report at this time.
- D. **Security/Transportation-Pruett** – There was no report at this time
- 13. **Next Meeting** – Tuesday, March 17, 2015 – 9:30 A.M. – Sullivan Room
- 14. **Adjournment** – The meeting adjourned at 11:25 A.M.

John Radcliffe, President