

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, March 21, 2017

Res #119-#128

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 Administrative Building, on Tuesday March 21, 2017 at 9:30 a.m.

Directors Present: Linda O'Neil, President; Jim Moores, Vice President; Kathy Viney, Secretary; Barbara Palmer, Treasurer; Barbara Martin, John Radcliffe; Beth Leanza, Directors.

For Management: Tim Coursen, Assistant General Manager;
Kenia Callejas, Mutual Assistant

Visitors: Sharon Moores, Elinor Walker, Leona O'Reily, Geneva Foster, Annie Holmes, Harold Crisp, Gloria McQueen, Maxine Hooker, Don Pruett, Sally Zimmerman, Barbara Bowers, Cathy Madden, Jim O'Neil, Pat Leanza, Ron Krams.

1. Call to Order – Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mrs. O'Neil welcomed visitors to the meeting.
3. General Manager's Report – Tim Coursen presented the General Manager's Report for the month of March 2017. The report was received, noted and made part of the record.
4. Adoption of Agenda – The agenda was approved as amended to move Ronny Cabrera's report.
5. Approval of Minutes – The minutes for February 21, 2017 were approved as presented.
6. President's Comments – None.
7. Reports- Officers/ Committee Chairs
 - A. Secretary's Report- Viney-
 - (1) Status Report – (attachment 1) – Copies of the report were made available to the Board and reviewed by Ms. Viney.
 - B. Treasurer's Report- Palmer:
 - (1) Current Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed –

Upon motion duly made by Barbara Palmer and seconded by Kathy Viney the Board agreed:

To approve the payment of the List of invoices (2/21/17 through 3/21/17) under \$1,000.00 in the amount of \$2,189.37.

Resolution #120, 3/21/17

Upon motion duly made by Kathy Viney, and seconded by Jim Moores the Board agreed; To approve the payment of the following invoices over \$1,000.00:

\$1,500.00 Malvin, Riggins & Company, P.C. #1000060720 – For Professional services rendered to date in connection with the annual audited financial statements for the year ended December 31, 2016 (part2).

Resolution #121, 3/21/17

C. Property Maintenance – Pat Leanza reported the following:

- (1) Phone Lines for Fire Alarm System- The phone lines for the Fire Alarm System have been installed with cost only to begin after the system is activated.
- (2) Lamb House – The Mutual has received communications from Lamb’s attorney to the effect that all communications will be done through his law firm. The Mutual will also only work through our own attorneys
- (3) Ronny Cabrera’s Report- The walkthrough led by Ron Cabrera generated a punch list of items to be addressed. Some were addressed prior to the meeting. Linda addressed the painting issues with our paint company. Pat was to address the cable guard issues for Comcast and forward to Kenia to arrange.
- (4) Rusting Balcony- The balcony of Building 11 1E and 2E is rusting badly and will probably have to be replaced like several others we have remediated recently.
- (5) ABM – The committee approved an ABM for windows for 15137 Vantage Hill.
- (6) Fire Alarm System- following the meeting Mr. Cabrera and Mr. Crisp consulted on the Fire Alarm System contract with Dyna-Electric.

Hal Crisp reported the following:

- (1) Dynalectric Proposals – Harold Crisp went over the proposals with Ronny and looked at Mutual 15’s mistakes to make sure they weren’t repeated. There were some mistakes in the proposal but Ronny Cabrera send them back and got them fixed. 3 proposals were in the following amounts \$45,656.00, \$119,192.00, and \$12,760.00.

Upon motion duly made and seconded, the Board agreed (3 Nay, 4 Aye):

To take a month to review the Dynalectric Proposals.

Resolution #119, 3/21/17

- D. Building Rep. Committee – Kathy Viney – None.
- E. Landscape Committee – Sharon Moores – A request was made to put flowers around trees but that can’t happen because the trees would be over watered. A deceased resident’s aunt wants to post a sign in the lobby boards to sell furniture.

Upon motion duly made by Jim Moores and seconded by Bobbie Palmer, the Board agreed:

To allow the deceased residents aunt who will be renting the unit to post signs in the board lobbies for a short period to sell the furniture then remove the signs.

Resolution #122, 3/21/17

- F. Social Committee – Sharon Moores – Picnic on June 7th.
- G. Rules Committee – None.

8. Unfinished Business –

- A. Ronny – Inspection Report – Ronny reported his brief duties which are the following:

- (1) Inspection's will be performed quarterly in the apartment and plaza homes.
- (2) The PMC will use the reports of the inspections on how they want to proceed.
- (3) Ronny will make recommendation on structural items.

- B. Stansbury Invoice –

Upon motion duly made by Kathy Viney and seconded by John Radcliffe, the Board agreed:

To pay per the attachment July 7, 2014 “letter of agreement” with Stansbury Building Services:
\$2,037.65 per two-week pay period from January 2017 through June 30, 2017 and
\$2,157.65 per two-week pay period from July 1, 2017 through December 31, 2017, the increase representing a Montgomery County mandated minimum wage increase.

Resolution #123, 3/21/17

- C. Candidates – Linda O’Neil announced the candidates for the upcoming Annual Meeting.

- D. Dahlstrom Request for Waiver of LW CFF –

Upon motion duly made by Jim Moores and seconded by Bobbie Palmer, the Board agreed:

To not request to the LWCC Board for another waiver of LW CFF for the Dahlstrom unit.

Resolution #124, 3/21/17

- E. Rule about smoking near oxygen – Several Mutuals have created a rule dealing with smoking near oxygen. Linda O’Neil asked the Board if they would like a rule written about smoking near oxygen. Research will be done about this rule.

9. New Business -

- A. Yegher Case #16-3B –

Upon motion duly made by Bobbie Palmer and seconded by Barbara Martin, the Board agreed:

To send Steven Yegher the son of the resident in unit #16-3B a letter informing him about his mother’s well-being and that the Social Worker Wilma Braun has been informed.

Resolution #125, 3/21/17

B. ABM - #15137 Vantage Hill Rd #7-A –

Upon motion duly made by Bobbie Palmer and seconded by John Radcliffe, the Board agreed:

To approve the ABM for 15137 Vantage Hill Rd #7-A to replace bay window and 7 sliding windows.

Resolution #126, 3/21/17

C. 15111 Glade Dr. #12-1D – Service Dog –

Upon motion duly made by Jim Moores and seconded by Kathy Viney, the Board agreed:

To approve the waiver for the resident at 15111 Glade Dr. #12-1D for her standard poodle service dog.

Resolution #127, 3/21/17

D. Fire Mak Letter and Invoice – An invoice was submitted from Fire Mak for a Standpipe testing performed but the contract was canceled per the Mutual 14 Board before the testing. A letter with a copy of the invoice and the cancellation letter was sent to them again.

10. LWCC Advisory Committees –

- A. Education/ Recreation – Beth Leanza – Mrs. Leanza provided a written report from the E & R committee to the Board members. She did report that Fun & Fancy has requested more sound and light equipment which will be considered and the fitness center has begun construction and should open in August.
- B. Restaurant – James Moores –The committee discussed having members of the restaurant committee come to Mutual Board meeting but it might make the meeting run longer. The Terrace Room is having problem with the floor.
- C. Emergency Prep – J. Donald Pruett – There will be a Health Fair in April and a Health Fair with the Jewish Council in May.
- D. Security/ Transportation – J. Donald Pruett – The Security Department is considering getting a police/fire scanner.

11. Open Forum – Ron Krams and Sharon Moores spoke.

12. Next Meeting – Tuesday, April 18, 2017 at 9:30 a.m. in the Sullivan Room

13. Closed Meeting – John Radcliffe has been working with Shulman Rodgers to speak on their behalf to the attorney for 6 Vantage Hill Ct. John provided the Board with a letter of engagement.

Upon motion duly made by Bobbie Palmer and seconded by Jim Moores, the Board agreed:

To accept the engagement letter from Shulman, Rodgers Law firm and instruct them to negotiate on their behalf on the Lamb Property and to approve the payment of the retainer amount of \$3,500.00.

Resolution #128, 3/21/17

14. Adjournment - The meeting was adjourned at 11:46 a.m.

Kathleen Viney, Secretary