

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, August 15, 2017

Res #29-#39

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 August 15, 2017 at 9:30 a.m.

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

For Management: Kevin Flannery, General Manager;  
Kenia Ibanez, Mutual Assistant

Visitors: Pat Leanza, Harold Crisp, Jackie Rabinow, Gail Rosenberg, Elinor Walker, Kathy Viney, Richard Bambach, Carol Emel, Roger Blacklow, Jim O'Neil, Ron Krams, Sharon Moores, Ruth Hunter.

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 - Kevin Flannery presented the General Manager's Report for the month of August 2017. The report was received, noted and made part of the record.
4. Adoption of Agenda - The agenda was approved as presented.
5. Approval of Minutes - The minutes for July 18, 2017 were approved as amended to change meditation to mediation under unfinished business B. CCOC Compliant.
6. President's Comments -
  - A. Kenia Ibanez the current Mutual Assistant will be transitioning into a new position and at the end of the year Jocelyn Ruiz will become the new Mutual Assistant. In the meantime, Jocelyn Ruiz will be shadowing Kenia Ibanez.

7. Reports- Officers/ Committee Chairs

A. Secretary's Report- Leanza-

(1) Status Report - (attachment 1) - Copies of the report were made available to the Board and reviewed by Mrs. Leanza.

(2) Delinquency's -

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

Re B16-3E (Richard M. Rothman)

To accelerate the condo fees on this unit to the annual assessment for 2017, and to instruct our attorney to attach a lien on the property for the full amount due.

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B. Treasurer's Report- Palmer:

(1) Current Invoices -

1. \$24.00 LWMC #111243 - Installed customers toilet seat in guest bathroom. Tried to work on faucet in master bathroom, faucet would not come apart. Agreed with customer to replace faucet and ordered new faucet. Installed special order faucet tested no leaks at 12 Vantage Hill Ct. #1-B (Perry, Dolores)
2. \$36.50 LWMC #97888 - Outside dryer vent Found lint on dryer vent screen, cleaned out screen at 15100 Glade Dr. #11-2F (Windham, Geraldine)
3. \$45.00 LWMC #112566 - Reattached security light to base near unit 1F
4. \$45.00 LWMC #112791 - Removed a lot of hair from drain. Used plunger to break anything else up. Tested both tub & Shower without any further issues at 15100 Glade Dr. #11-2F (Windham, Geraldine)
5. \$74.02 LWMC #112571 - Went up on the roof, inspected shingles in the area of the leak. Found several loose shingles with rusted nail heads. Caulked nail heads on loose shingles at 15123 Vantage Hill Rd. #5-A (Simms, Carole)
6. \$190.00 Metro Elevator Inspection Services invoice #071417G - Elevator Inspection Fee at 15121 Glade Dr.
7. \$190.00 Metro Elevator Inspection Services invoice #071417I - Elevator Inspection Fee at 15111 Glade Dr.

8. \$190.00 Metro Elevator Inspection Services invoice #071417J – Elevator Inspection Fee at 15100 Glade Dr.
9. \$190.00 Metro Elevator Inspection Services invoice #071417K – Elevator Inspection Fee at 15101 Glade Dr.
10. \$760.00 Metro Elevator Inspection Services invoice #071417A – Elevator Inspection Fee at 3500, 3501, 3510, 3511 Forest Edge Dr.
11. \$520.00 REES BROOME, PC #1004889 – Review CCOC Complaint, emails, bylaw provisions, email L O’Neil, Re Response to CCOC.
12. \$877.50 REES BROOME, PC #1009282 – Review emails, Exchange emails re CCOC scheduling of mediation and Ms. Viney’s communications with board members about her complaint, review CCOC emails.
13. \$111.00 LWMC #107625 -Underground pipe was clogged up. Cleaned all gutter and downspout and cleaned underground pipe at 4 Vantage Hill Ct. #2-B (Lee Pullen, Laura) Pay new M-type upon arrival.
14. \$120.00 Owner requests to credit resident and rebill Mutual. LWMC #113565 – Ran 35ft of 5/8” cable to clear kitchen drain at 3501 Forest Edge Dr. #14-1B (Goldman, Ellen) Pay new M-type upon arrival.

Upon motion duly made by John Radcliffe and seconded by Beth Leanza the Board agreed (4 in favor, two (2) opposed: Jim Moores and Bobbie Palmer):

To approve the payment of the List of invoices (7/18/17 through 8/15/17) except #1, 2, and 4 to be send back to the unit owner under \$1,000.00 in the amount of \$3,453.02.

Resolution #30, 8/15/17

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

To approve the McFall & Berry Invoice #195812- proposals for planting to be paid in the amount of \$1,464.00.

Resolution #31, 8/15/17

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

To approve the LWMC Invoice #104141 - Repairs were made to emergency lights - heads and bulbs were replaced. Also, a circuit had to be repaired in Bldg. 10. Invoice was held back from the April Meeting for PPD question. The invoice was thought to be a double charge but it was electrical work on a different issue to be paid in the amount of \$ 3,143.02.

Resolution #32, 8/15/17

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

To approve the Insurance Claim to be paid in the amount of \$385.00 for A&A #4789 - Water damage clean-up: Need to have mold on the enclosed balcony cleaned off at 15100 Glade Dr. #11-1E (Shepard, White) (Mutual Charge).

Resolution #33, 8/15/17

C. Property Maintenance - Pat Leanza provided a written report from the PMC meeting. He reported the following highlights from the PMC meeting:

(1) **Avery Proposal** - Linda O'Neil discussed the Avery proposal to paint two (2) stairwells.

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

To approve the Avery Proposal #37 Date: 7/26/17 - Prep and paint (2) stairwells to be paid in the amount of \$1,800.00.

Resolution #34, 8/15/17

(2) **H&H Concrete Proposal** - Linda O'Neil and Harold Crisp met with Ronny Cabrera on the work that will be performed by H&H Concrete but the proposal will be on hold to gather further information.

- (3) **Fire Alarm update** - The phone lines with Verizon have been installed. The valves and tamper switches will be replaced and additional electrical work will be done.
- (4) **Mice Problem** - Barbara Martin reported to the Board that several buildings are having mice problems and pest control has to be contacted.

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

To have Orkin Pest Control put poison in the attics of the 8 apartment buildings.

Resolution #35, 8/15/17

- (5) **Balcony Repairs/ Inspection** - 6 Balconies will need to be looked at because of problems such as rust. PPD will open them up and Colin McKenzie will evaluate them. The Mutual will not replace enclosures.

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

To approve Colin McKenzie Structural Engineer to perform the initial inspection of the balconies not to exceed \$3,000.00.

Resolution #36, 8/15/17

- D. Building Rep. Committee - Beth Leanza provided a written report to the Board.
- E. Landscape Committee - Sharon Moores reported on a landscaping proposal.

Upon motion duly made by John Radcliffe and seconded by Beth Leanza, the Board agreed:

To approve the McFall & Berry proposal #L17390 - BR to supply & install sod into areas disturbed by installation of new concrete. Remove all debris to be paid in the amount of \$225.00.

Resolution #37, 8/15/17 \_

F. Social Committee - Sharon Moores reported the ice cream social had 77 people in attendance and the picnic will be September 14<sup>th</sup> at 5:30 p.m.

G. Rules Committee - None.

8. Unfinished Business -

A. Rental Policy - John Radcliffe and Bobbie Palmer have been working on the Rental Bylaw Amendment to be resent to all unit owners. The procedure will start with a letter announcing the rental bylaw amendment, an open meeting will be held for any questions, and then a letter will go out with a return stamped envelope for voting on the amendment.

B. Letters to Taylor and Cuffe - Some Board Members went to Ms. Taylors house to investigate the noise complaint from the unit above and the noise was noticeable. The Board members determined that it may be the kind of hardwood flooring and non-sufficient carpet padding. A follow up letter was send to both Ms. Taylor and Ms. Cuffe.

C. Lamb Property - John Radcliffe would like to notify the lawyer on the amount approved by the Board to install Helical piers to be able to schedule the work as soon as possible.

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

To amend Resolution #79, 11/15/16 to approve \$50,000 for the repair per the Colin McKenzie report.

Resolution #38, 8/15/17

9. New Business -

A. Discussion of Insurance Claim at 15111 Glade Dr. 12-2E - The owners declined to attend the meeting for discussion of the insurance claim but the Board discussed the insurance claim and advised to have a letter be mailed to the owners that they are responsible for the insurance deductible.

- B. Preliminary Budget - Mr. Richard Bambach discussed the 2018 Budget and reported that it is projected there will be a 1.18% increase in the condo fee.
- C. Letter to residents concerning Balcony Repairs - Linda O'Neil provided a draft letter to residents on the balcony repairs.
- D. Montgomery County on Recycling Signs - Beth Leanza provided the recycling signs that will be hung up in the building trash rooms.
- E. ABM/ E-rating Change Request -

Upon motion duly made by John Radcliffe and seconded by Barbara Martin, the Board agreed:

To approve the ABM for June Cayne at 15121 Glade Dr. #15-1C to remove her glass enclosure which includes doors, windows, and framing. The ABM will also be submitted with an e-rating change request form to reflect the living square footage in her condo fee.

Resolution #39, 8/15/17

10. LWCC Advisory Committees -

- A. Education/ Recreation - Beth Leanza - Beth Leanza provided a written report and reported the following highlights.
  - (1) The new fitness center will have a grand opening.
  - (2) The E&R Committee are discussing the new fitness center hours of operation.
  - (3) The old fitness center may become the new ping pong room and the ping pong room will become a meeting room.
  - (4) The E&R department can no longer charge to watch a movie but they can take donations.
- B. Restaurant - James Moores - None.
- C. Emergency Prep - J. Donald Pruett - None.
- D. Security/ Transportation - J. Donald Pruett - None.

11. Open Forum - Sharon Moores, Elinor Walker, and Ron Krams spoke.
12. Next Meeting - Tuesday, September 19, 2017 at 9:30 a.m. in the Sullivan Room
13. Adjournment - The meeting was adjourned at 11:24 a.m.

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Elizabeth Leanza, Secretary