

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, DECEMBER 19, 2017

Res #94 - #110

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, December 19, 2017 at 9:30 a.m.

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

Directors Absent: Linda O'Neil, President

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

Visitors: Jackie Rabinow, Harold Crisp, Carol Emel, Kathy Viney, Sharon Moores, Donald Pruett, Cathy Madden, Patrick Leanza, Ruth Hunter, Annie Holmes, Eleanor Walker, Russell Coburn

1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mr. Radcliffe welcomed visitors and announced that he would be directing the meeting in the President's place.
3. General Managers Report – Kevin Flannery presented the General Manager's report for the month of October 2017.
4. Adoption of the Agenda – The agenda was approved as presented.
5. Approval of Minutes of November 21, 2017 – The minutes were approved as presented.

Upon motion duly made by Leona O'Reilly and seconded by Barbara Martin, the Board agreed by vote of three (3) in favor, two (2) opposed, one (1) abstention:

To attach Barbara Palmer and Linda O'Neil's statement to the September 14, 2017 Closed Meeting Minutes.

Resolution #94, 12/19/17

6. President's Comments – No comments at this time.
7. Reports – Officers/Committee Chairs –
 - A. Secretary's Report – Beth Leanza –
 - (1) Status Report – The report was made available to the Board and presented by Ms.

Leanza.

B. Treasurers Report –
(1) Invoices –

1. \$7.99 Reimbursement – Reimburse Beth Leanza for magnetic mounting squares for trash room signs.
2. \$11.22 Reimbursement – Reimburse Beth Leanza for 3 sticky mounting squares and tape.
3. \$22.14 Reimbursement – Reimburse Beth Leanza for 3 packs Cardinal Zipper Binder Pockets.
4. \$34.69 Reimbursement – Reimburse Patrick Leanza for 2 globes for common area lights.
5. \$143.97 Reimbursement – Reimburse Patrick Leanza for 100 light bulbs.
6. \$271.75 Reimbursement – Reimburse Barbara Martin for 8 Wreaths and 8 Poinsettias.
7. \$423.80 Reimbursement – Reimburse Beth Leanza for Holiday appreciation gifts.
8. \$45.00 LWMC #120759 – Repaired exit sign on the 3rd floor by the elevator at 15121 Glade dr. #13.
9. \$45.00 LWMC #120944 – Repaired downspout that was damaged at 3510 Forest Edge Dr. #16 – 1B (Myers/Lowy, Benjamin & Mary Ann).
10. \$50.26 LWMC #119928 – Replaced the hall bulb between units 3E and 3D at 15111 Glade Dr. #12 (Bowers, Barbara).
11. \$55.50 LWMC #121582 – Cleaned downspouts at 4 Vantage Hill Ct. #2 – 2B and 2 Vantage Hill Ct. #2 – 2A
12. \$74.00 LWMC #120297 – Reinstalled shingle at 15121 Glade Dr. #13.
13. \$167.42 LWMC #121585 – Realigned downspout that was directing water into the enclosed balcony at 15111 Glade Dr. #12 – 1D (Ames, Carol).
14. \$444.00 LWMC #120766 – Cleaned all underground pipes & drains in Mutual 14.
15. \$616.78 LWMC #120751 – Inspected all the roofs. There are some shingles missing on bldgs. 10 & 15. Repaired all dormers that are involved & installed eye hooks.

- 16. \$660.00 LWMC #120291 – Per Mutual maintenance agreement, cleaned up all gutters and downspouts.
- 17. \$700.78 LWMC #119973 – Checked toilet in unit 3G, no sign of overflow. Cut hole in wall in unit 2G (Hunter, Gary/Ruth) and found a cracked stack pipe (cast iron). Replaced flapper due to sediment clogging the valve at 3500 Forest Edge Dr. #15.
- 18. \$104.00 Reese Broome, PC – Denial of claim against decedent estate received; copy to client (\$65.00) and research foreclosure dockets and status of claim (\$39.00).
- 19. \$270.00 McFall & Berry #197828 – Supply and install Russian Sage (1 gal) into area between the 2 large boulders and Allium Bulbs into specific locations (3 around the Willow tree, 19 along wall & 3 near unit #1 Vantage Hill Ct.) at building 11 rock bed #4.

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

To approve the payment of the list of invoices under \$1,000.00 in the amount of \$4,148.30.

Resolution #95, 12/19/17

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

To approve the payment of the following list of invoices over \$1,000.00:

- 20. \$2,210.00 Reese Broome, PC – Prepare exhibits and testimony for CCOC/Viney hearing (\$260.00) and review Commission on Ethics laws; prepare for and attend CCOC/Viney hearing in Rockville (\$1,950.00)

Resolution #96, 12/19/17

- 21. \$6,380.00 Dynaelectric #TM68416 – 50% billing. Per Stephen Carbone’s quote 0517-0134 dated 2/17/17 to furnish and install phone lines for the central station monitoring, for buildings 10-17, from the FACR on the 3rd floor to the Verizon pedestal outside of the building. Direct burial/outdoor 3 pair minium UTP CAT5e cable, and ½” EMT conduit will be used to run the phone lines at 1500 Glade Dr. #11.

Resolution #97, 12/19/17

- 22. \$27,012.00 H&H Concrete #201748 – Concrete repairs at 15127 & 15141 Vantage Hill Dr. and 10 & 4 Vantage Hill Ct.

Resolution #98, 12/19/17

23. \$58,938.00 H&H Concrete #201799 – Building 12 Concrete Swells and Asphalt Paving.

Resolution #99, 12/17/17

Upon motion duly made by Barbara Palmer and seconded by Jim Moores, the Board agreed:
To approve the payment of the following insurance claim:

1. \$45.00 Date of Occurrence: 10/17/17 – The guest bathroom at 15100 Glade Dr. #11 – 3C (Marcuse, Michael) overflowed and stained the bath ceiling in 2C.

Resolution #100, 12/19/17

Upon motion duly made by Barbara Palmer and seconded by Jim Moores, the Board agreed:
To authorize the Mutual Assistant to send a letter to the unit owner of 15100 Glade Dr. #11-3C (Marcuse, Michael) requesting reimbursement for the insurance claim totaling \$45.00.

Resolution #101, 12/19/17

C. Property Maintenance Committee – Patrick Leanza/Harold Crisp –

(1) PMC Minutes –

Harold Crisp

i. Fire Alarm Update – Plumbing work for the fire alarm project should be completed this week except for buildings 10 and 11, which is anticipated to be completed early January.

Patrick Leanza

ii. Concrete and Asphalt Work – Work has been completed.

iii. Balconies – There are 4 balconies that must be repaired and 6 enclosures that need to be removed before work begins. A letter of notification will be sent to unit owners whose enclosures must be removed. Upon Ronnie Cabrera requesting and receiving an RFP from the engineer, he will obtain bids for Board review.

iv. 2nd/3rd Floor Storage Room Doors – Ronnie Cabrera has obtained quotes for repairs in the 2nd floor storage room in bldg. 12.

v. Elevator Repairs – Water infiltration into the elevator pits must be prevented before repairs begin. Schindler and ETC have provided estimates to clean the elevator pits and recaulk wall to floor joist, respectively.

Upon motion duly made by Leona O’Reilly and seconded by Barbara Palmer, the Board agreed:

To approve the payment for elevator repairs in the amount of \$1,780.00 to Schindler and \$4,200.00 to ETC.

Resolution #102, 12/19/17

(2) Dynaelectric Proposal for Testing Power Panels –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Palmer, the Board agreed:

To approve the Dynaelectric proposal for testing power panels.

Resolution #103, 12/19/17

(3) Notification of Enclosure Removal to Unit Owners –

Upon motion duly made by Beth Leanza and seconded by Barbara Palmer, the Board agreed:

To mail out the notification for enclosure removal to the affected unit owners.

Resolution #104, 12/19/17

D. Building Rep. Committee –

(1) Building Rep. Report – Beth Leanza – The committee met on December 12, 2017. Updates received are reflected in the Status Report. The next meeting will be held in February.

E. Landscape Committee – Sharon Moores – The next meeting will be held March 19, 2017. Ms. Moores has requested that McFall & Berry drop off invoices in her mailbox, so she may review them prior to Board approval.

F. Social Committee – The Holiday Party was a success. There were 105 people in attendance. The free “Wine & Cheese” party will be held on February 14, 2018.

G. Rules Committee – No report at this time.

8. Unfinished Business –

A. Proposals for Reserve Study –

(1) Reserve Advisors –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Palmer, the Board agreed:

To approve the proposal from Reserve Advisors in the amount of \$4,600.00 and to pay the retainer in the amount of \$2,300.00 from the Replacement Reserve Fund.

Resolution #105, 12/19/17

(2) Thomas Downey, Ltd. –

B. Board Meeting Procedures – The Board reviewed and accepted the procedures as guidelines during the Board meetings.

9. New Business –

A. Resolution to Pay Bills until the January Board Meeting –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Palmer, the Board agreed:

To authorize Barbara Palmer and Linda O'Neil to approve the payment of incoming bills through December 31, 2017.

Resolution #106, 12/19/2017

B. 2017 Budget Correction Letter –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Palmer, the Board agreed:

To mail out the 2017 Budget Correction Letter to all Mutual 14 unit owners.

Resolution #107, 12/19/17

(1) Resolution to Approve the 2018 Budget Per the Changes Made –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Martin, the Board agreed:

To approve the 2018 budget with the following changes: Property Management was scaled back from \$18.11 to \$11.63 and the difference was added to the Contingency Reserve fund making the monthly figure \$15.11 rather than \$8.64.

Resolution #108, 12/19/17

C. Stansbury Service Contract –

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

To approve the Stansbury Service Contract and corresponding payments for the next three (3) years with the additions made by the Board of Directors to the original contract.

Resolution #109, 12/19/17

D. Updated ABM Procedure –

Upon motion duly made by Leona O'Reilly and seconded by Beth Leanza, The Board agreed:

To approve the ABM Procedure Update as corrected.

Resolution #110, 12/19/17

E. Correspondence –

- (1) Hooker's Insurance Claim – Insurance Company's Response – It was agreed to request documentation from Physical Properties which determines the origin of the flooding.
- (2) Marie Sinnott Invoice – 3500 Forest Edge Dr. #15-1F – The Board is awaiting more information from Physical Properties before taking any action.

- (3) ABM: 15111 Glade Dr. #12-1D – The ABM will be sent to Physical Properties for approval before the Board’s consideration.
- F. Mutual Pet Rules – Upon discussion the Board agreed that the rules stand, however, further research on the topic should be done.
- G. Landscape/Social Accounting – After the Board’s request, Ms. Viney agreed to present the Board with an annual spreadsheet accounting for the Social Committee’s funds.
10. LWCC Advisory Committees –
- A. Education/Recreation – Beth Leanza – No comments at this time.
 - B. Restaurant – Jim Moores – No comments at this time.
 - C. Emergency Prep – Donald Pruett – The next meeting will be held sometime in April.
 - D. Safety/Transportation – Donald Pruett – One Call Now will no longer be replaced by FrontSteps.
11. Open Forum – Jim Moores.
12. Next Meeting – Tuesday, January 16, 2018 at 9:30 a.m. in the Sullivan Room.

Beth Leanza, Secretary