

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JULY 17, 2018

Resolution #44- #62

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 Maryland Room of the Club House one on Tuesday, July 17, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O'Reilly, Vice President; Barbara Palmer, Treasurer; Laura Wiltz, Rodger Blacklow.

Management: Jocelyn Ruiz, Mutual Assistant; Kelly Barton, Mutual Assistant; Melissa Pelaez,, Director Mutual Services.

Visitors: Carol Emel, Russ Coburn, Mary Lamb, Ruth Hunter, Sharon Moores, James Moores, Cathy Madden, Donald Pruett, Pat Leanza, Jessie Fitzpatrick, K. Viney, Billie Saunders, Mary Vaughan, P. Kramer, Jim Moores.

1. Call to Order – Mr.Radcliffe called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mr. Radcliffe welcomed all the visitors in attendance.
3. General Manager's Report – Ms. Pelaez presented the general manager's report for the month of July 2018.
4. Adoption of the Agenda – The agenda was approved as presented.
5. Approval of June 19, 2018 Regular Meeting Minutes – The minutes were approved as presented.
6. President's Comments – Mr. Radcliffe thanked Jocelyn Ruiz, the former mutual assistant, for all her hard work. He introduced Kelly Barton as the new mutual assistant effective July 16, 2018. He stated Mrs. Wiltz will not be attendance at the building rep meeting, Mrs. Leona will be filling in. Major repairs from 2015- 2018 total to \$592,311.00 causing condo fees to increase in the future.

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

To accept the Floor Max quote and approve the down payment in the amount of \$6,250.00 to tile the 2nd and 3rd floors of buildings 11, 13, 15, and 17.

Resolution #44, 7/17/2018

7. Reports – Officers/Committee Chairs

A. Secretary’s Report – Laura Wiltz – She reported an increase in delinquencies.

(1) Unit Status Report – The report was presented and made available to the board.

Treasurer’s Report – Barbara Palmer –Invoices –

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

To approve payment of the following invoices totalling \$6,431.58.

Invoices under \$1,000.00:

1. \$9.52 Reimbursement – Reimburse Leona O’Reilly for Gorilla tape used for temporary carpet repair at 3511 Forest Edge Dr. #17-A.
2. \$22.02 LWMC #135239 – Replaced Battery for smoke detector at 15121 Glade Dr. Unit 13-1A (Romano).
3. \$45.00 LWMC #135093 – Replaced junction box cover on the exterior wall window for #2F at 15101 Glade Dr. Building 10.
4. \$75.00 LWMC #134197 – Cleared storm drain located between building 10 (15101 Glade Drive) and building 11 (15100 Glade Drive).
5. \$77.05 LWMC #134930 - Repaired broken hose bib supply line at 15101 Glade Dr. Unit 10-1E (Reuter).
6. \$206.25 LWMC #134575 – Cleaned catch basins and storm drains for the month of April 2018.
7. \$250.42 LWMC #135376 – Repaired dryer vents, screening, and covers per attached list.
8. \$309.30 LWMC #129925 – Replaced leaking washer line valve in 15111 Glade Dr. Unit 12-1E (Garcia, Jose and Melba).
9. \$396.00 LWMC #135101 – Monthly test of emergency lights in Buildings 10-17 (except bill).

10. \$75.00 J and M Construction LLC #1609 – Reported stain on bedroom ceiling. Inspected roof, rafters and insulations in 15123 Vantage Hill Road. All were completely dry after 2 weeks of mostly rain. Explained to Ms. Simms and Jocelyn (Simms).
11. \$75.00 J and M Constructions LLC #1610 – Inspected for roof leak at 15129 Vantage Hill (Emel, Carol). AC is the issue.
12. \$298.02 Shulman, Rodgers, Grandal, Porody & Ecker P.A. #129210 – Review email from Jacob and attached complaint. Prepare email to Radcliffe re: filing of complaint.
13. \$490.00 McFall and Berry #IN200331 – Supply/install mulch (B17). Remove all Junipers, grade bed, then supply and install 75 sq. feet of turf sod (Vantage Hill/ Interlachen). Remove declining Pieris Japonica, then supply & Install 2 Fire Power Nandina (3 gal) at no charge to client (B14).
14. \$600.00 McFall and Berry #IN200292 – Remove declining Junipers at G side of building, amend soil, then supply and install Green Mountain Boxwood. Remove declining birds nest spruce, supply and install .5 cu yds of topsoil, raise grade for water to drain off naturally, supply and install 75 sq. ft. of turf soil. All work done at 15101 Glade Dr. Building 10.
15. \$760.00 Metro Elevator and Inspection Services #0612318A – Elevator inspection fee for 3500, 3501, 3510, 3511 Forest Edge Dr.
16. \$760.00 Metro Elevator and Inspection Services #0612318B – Elevator inspection fee in Buildings 15100, 15101, 15111, and 15121.
17. \$80.00 Pet waste Eliminator #42657962 – Pet waste eliminator bags for 15100 Glade Drive.
18. \$938.00 Dynalectric #24326 – Fire alarm was going off at 15121 Glade Dr. Building #14. Pulled NACS, then pulled smoke head that was in alarm on 2nd floor elevator lobby. Sprayed air, snapped back in, waited to give panel time to sit without any more alarms. We were not able to reset the elevator, no key.
19. \$965.00 Montgomery County DHCA #201916484 - Registration fee for Mutual 14.

Resolution # 45 Date: 7/17/18

Invoices over \$1,000.00:

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

To approve the payment of the J and M Construction Invoice #1539 in the amount of \$1,167.00.

1. \$1,167.00 J and M Construction solutions LLC #1539 – Installed new 5” gutter using brackets reconnected to existing downspouts at 3511 Forest Edge Dr. Building

Resolution # 46 Date: 7/17/18

2. \$1,572.50 McFall and Berry #IN200332 – Supply and install 1 crape myrtle tree on side by the hill and 2 on the golf side of B13. Remove dead Pines at unit E & F then supply/install Mohonia Holly at no charge to client (B13). Remove dead spruce & Pieris at unit B, remove stump at unit A, backfill hole w/ soil then seed as needed, supply/install Pyranthra (5 gal) in B13 at no charge to client. Remove dead wood from Azaleas @ 15100 Glade Dr. Building 11.

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

To approve the payment of the McFall and Berry Invoice #In200332 in the amount of \$1,572.50.

Resolution # 47 Date: 7/17/18

3. \$2,112.00 Dynalectric #22259 – Fire Monitoring at 3500 Forest Edge Dr. Buildings 10-17.

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

To approve the payment of the Dynalectric Invoice #22259 in the amount of \$2,112.00.

Resolution # 48 Date: 7/17/18

4. \$2,824.92 Shulman, Rodgers, Grandal, Pordy & Ecker P.A. #98715530 – For legal services rendered through 5/31/2018 re: Mary Lamb (see invoice for a description of the charges).

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

To approve the payment of the Shulman, Rodgers, Grandal, Pordy, & Ecker P.A. Invoice #98715530 in the amount of \$2,824.92.

Resolution # 49 Date: 7/17/18

5. \$2,963.05 Shulman, Rodgers, Grandal, Pordy & Ecker P.A. #98714241 – For legal services rendered through 4/30/2018 re: Mary Lamb (see invoice for a description of the Charges).

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

To approve the payment of the Shulman, Rodgers, Grandal, Pordy, & Ecker P.A. Invoice #98714241 in the amount of \$2,963.05.

Resolution # 50 Date: 7/17/18

Insurance Claims

1. \$442.74 Date of Occurrence: 5/25/2018 – Found solenoid valve from dishwasher leaking causing water under cabinets and dishwasher. Water damage in 15101 Glade Dr. #10-1G (Dahlstrom, Carl).

Resolution # 51 Date: 7/17/18

To request reimbursement from unit owner (Dahlstrom) at 15101 Glade Dr. #10-1G. Found solenoid valve from dishwasher leaking causing water under cabinets and dishwasher. A & A completed the service of water damage clean-up in the amount of \$442.75.

Resolution # 52 Date 7/17/18

2. \$5,000.00 Date of Occurrence: 4/29/2018 – Unit 1D called reporting a backed-up kitchen sink. Night man heard resident in 1D running water and

disposal. This pushed that clog into 1E. Water damage clean-up and installation of hardwood at 3500 Forest Edge Dr. Unit 15/1D.

Resolution # 53 Date: 7/17/18

To request reimbursement from unit owner at 3500 Forest Edge Dr. Unit 15-1D. Unit 1D reported a backed-up kitchen sink. Night man heard resident in 1D running water and disposal. This pushed that clog into 1E. Water damage clean-up and installation of hardwood at 3500 Forest Edge Dr. Unit 15-1D.

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Resolution #54 Date: 7/17/18

- B. Property Maintenance Committee – Patrick Leanza/Harold Crisp –
(1) PMC Minutes – committee discussed the issue regarding finding contractors and welders as well as getting things moving with Floormax.

Upon motion duly made by Leona O'Reilly and seconded by Pat Leanza, the board agreed:

To accept the H&H Proposal #181422R, in the amount of \$40,518.00 for the remainder of the work as detailed in said proposal. (Initial work done per resolution #32 6/19/18)

Resolution #55, 7/17/2018

- C. Building Rep. Committee – Laura Wiltz –
(1) Building Rep. Minutes –

Upon motion duly made by Leona O'Reilly and seconded by Laura Wiltz, the board agreed:

To approve a token of appreciation not to exceed \$50.00 for Aileen Phillips for all her hard work and dedication as building Representative.

Resolution #56, 7/17/2019

Upon motion duly made by Bobbie Palmer and seconded by Laura Wiltz, the board agreed:

To approve appointment of Ruth Hunter as Building Representative for Building 15.

Resolution #57, 7/17/2018

Upon motion duly made by Leona O'Reilly and seconded by Laura Wiltz, the board agreed:

Accept resignation of Ann Clark as back up building representative for building 16 and appoint Don Pruitt as new back up building representative for building 16.

Resolution #58, 7/17/2018

E. Landscape Committee – Sharon Moores – Discussed the need to clean up gardens. We have 15 letters to be mailed out and if the gardens have not been cleaned up within 30 days then a letter from the president will be mailed giving residence 15 more days to clean the gardens or Leisure World will do it at residence expense.

F. Social Committee – Sharon Moores - The Picnic was a hit, we started with \$352 and now have \$580.52 in the checking account. We have an Ice Cream social coming up on Thursday.

8. Unfinished Business –

Proposed name for our Mutual – Roger Blacklow introduced a list of possible names which include Garden Glade, Bee Garden, Sherwood Forest and Garden Village. Roger Blacklow also discussed getting signs made for the area and will report back next meeting.

9. New Business –

A. Stansbury Building Services Contact (see attachment) – With minimum wage going up Stansbury has changed the contract. It was discussed that we are not thrilled with the performance of Stansbury's work right now and may possibly want to set up a meeting with Stansbury and a few residences to go over what we would like to see done.

Upon motion duly made by Leona O'Reilly and seconded by Roger Blacklow, the board agreed:

A motion to honor the Current Stansbury Contract as written.

Resolution #59, 7/17/2018

B. Father and Son Estimates:

Upon motion duly made by Leona O'Reilly and seconded by Roger Blacklow, the board agreed:

To approve the Father and Sons Estimate #6274 in the amount of \$200.00 for power washing and Deodorizing of Front Entrance area at 3500 Forest Edge Drive.

Resolution #60, 7/17/2018

Upon motion duly made by Leona O'Reilly and seconded by Roger Blacklow, the board agreed:

To approve the Father and Sons Estimate #6275 in the amount of \$480.00 for exterior threshold repairs in buildings 10, 14, 16,17, and 18.

Resolution #61, 7/17/2018

Upon motion duly made by Leona O'Reilly and seconded by Roger Blacklow, the board agreed:

Authorization for John Radcliffe to approve and pay bills up to \$1000 per month.

Resolution #62, 7/17/2018

10. LWCC Advisory Committees –

A. Education & Recreation – Beth Leanza – No report at this time.

B. Restaurant – James Moores – There was a meeting this morning and they passed a motion to label gluten free food. There is also a new pastry chef. There is a desert and coffee special in The Grill that offers coffee and dessert for \$4.00.

C. Emergency Preparedness – Donald Pruett – No report at this time.

D. Security & Transportation – Donald Pruett – The gate access program is done for now due to other projects.

E. Insurance Advisory Committee – Kathy Viney – The Insurance Advisory Committee met on Monday, June 25 ,2018

11. Open Forum – Mr. Pruett stated that a unit owner is in violation of several rules, such as, signs in windows and vehicles full of junk. He requested the board address the issues with the unit owner.

12. Next Meeting – Tuesday, August 21, 2018 at 9:30 a.m. in the Sullivan Room.

13. Adjournment – The meeting was adjourned at 11:35 p.m.

Secretary

Laura Wiltz,