

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, SEPTEMBER 18, 2018

Resolution #78-97

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 on Tuesday, September 18, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O’Reilly, Vice President; Barbara Palmer, Treasurer; Laura Wiltz, Secretary; Roger Blacklow, Director; Rick Kaiser, Director; Beth Leanza, Director.

Management: Kelly Barton, Mutual Assistant; Kevin Flannery, General Manager.

Visitors: Mary Lamb, Ruth Hunter, James Moores, Cathy Madden, Jessie Fitzpatrick, K. Viney, Jane Carona, V.S Rabinow, Harold Crisp, Carol Emil, Richard Brambach.

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 – Mr. Flannery presented the general manager’s report for the month of September 2018.
4. Adoption of the Agenda – The agenda was approved with modifications
5. Approval of August 21, 2018 Regular Meeting Minutes – The minutes were approved as presented subject to corrections.
6. President’s Comments – Mr. Radcliffe
7. Reports – Officers/Committee Chairs
  - A. Secretary’s Report – Laura Wiltz – Mrs. Wiltz suggested that the board consider reporting actions in the minutes according to RONR (10<sup>TH</sup> ed) pp.452 – 453 negating the requirement that those moving and seconding motions be named.

A motion was made, seconded and passed unanimously:

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To use the new language stated above; and to note the number of yes, nays and abstentions when the vote is not unanimous.

**Resolution # 78, 9/18/2018**

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

B. Treasurer's Report – Barbara Palmer –Invoices –

Invoices Under \$1000

1. \$119.52      Orkin IN #176403328 – PC monthly standard for Glade, Forest Edge, and Vantage.
2. \$467.74      Rees Broome, PC. IN #1074023 – Professional services rendered through August 31, 2018 regarding Hooker property.
3. \$76.50      LWMC M-Type IN#137822 – Main drain is clogged and backing up. Disconnected line to tier can drain at 3511 Forest Edge Dr. Unit 17-1F.
4. \$45.00      LWMC M-Type IN#137697 – Found water leaking in the guest bath walls where previous repairs had been done. Advised #2H not to use the master bathtub until further notice. This was the 3" common area cast iron drain line at 3500 Forest Edge Dr. Unit 15-1F.
5. \$127.22      LWMC M-Type IN#138163 – Found main condensate drain clogged. Was not able to clear. Had to drill hole in pipe and use fish tape to clear clog. Drain is working at this time at 15121 Glade Drive Unit 13-1F.
6. \$45.00      LWMC M-Type IN#138184 – Found clogged drain and cleared it out at 15121 Glade Drive Unit 13-1G.
7. \$294.00      McFall & Berry Landscape Inc. IN#200772 – Watering plants on dates 6/8, 6/16, 6/21, 6/29.
8. \$210.00      McFall & Berry Landscape Inc. IN#200773 – Watering plants on dates 7/6, 7/9, and 7/11.
9. \$210.00      McFall & Berry Landscape Inc. IN#200771 – Watering plants on dates 5/25, and 5/31.
10. \$86.34      Orkin IN #172759912 – PC monthly standard for 15111 Glade Drive.
11. \$119.52      Orkin IN #170451955 – PC monthly standard for Glade, Forest Edge, and Vantage.

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12. \$45.00      LWMC M-Type IN#127012 – Work performed on building #11, 15100 Glade drive., Cleaned the downspout.
13. \$67.50      LWMC M-Type IN#139598 – Repaired hinges on trash room doors, adjusted door, frame and hinge on 2<sup>nd</sup> floor trash chute door at 15101 Glade Drive.
14. \$203.18      LWMC M-Type IN#139601 – Snaked condensate line outside of 17-1G; Installed clean-out tee at 3511 Forest Edge Drive Unit 17-1G.
15. \$237.24      LWMC M-Type IN#138798 – Emergency light bulb replaced. Work performed on building 10-17 for monthly test of emergency lights.
16. \$397.28      LWMC M-Type IN#139707- Repaired drywall in the laundry room behind the washer and dryer at 15111 Glade Drive Unit 12-3E.
17. \$969.00      Dynalectric IN#25370 – Quarterly sprinkler flow and tamper test.
18. \$45.00      LWMC M-Type IN#138983 – Inspected unit at 3501 Forest Edge Dr. Unit #14-2G. Found drywall had been cut. A/C Condensate line may be a problem.

A motion was made, seconded and passed unanimously:

To approve the payment of invoices under \$1000 in the amount of \$3,319.76 with the exception of #16 in the amount of \$397.28 for the repair of drywall in the laundry room at 15111 Glade Dr. Unit 12-3E, more information is needed to make a decision.

**Resolution #79, 9/18/2018**

Invoices over \$1000.00

1. \$1,921.84      LWMC M-Type IN#138666 – Three backflow rebuild kits. 8 permits. Tested backflow preventers and rebuilt devices, if needed.
2. \$9,500.00      Avery Plus, LLC. IN#168Mutual14 – Ceiling Pans in building 10-17 – scrape and apply primer and scrape and apply paint to carports 12-15.

A motion was made, seconded and passed unanimously:

To approve payment of invoices over \$1000 in the amount of \$11,421.84

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**Resolution #80, 9/18/2018**

Insurance Claims:

1. \$1854.58      Date of Occurrence: 8/1/18 - Leak at 3500 Forest Edge Drive Unit 1F in living room and bathroom walls where previous repair failed. Leak came from unit 15/2F.

A motion was made, seconded and passed unanimously:

To approve the payment to Leisure World for the master policy deductible in the amount of \$1854.58 for an insurance claim due to a leak in living room and bathroom walls where previous repair failed at 3500 forest Edge Dr. Unit 1F.

**Resolution #81, 9/18/2018**

To authorize the mutual assistant to mail a letter to the unit owner of 3500 Forest Edge Dr. #15-1F requesting reimbursement for the insurance claim in the amount of \$1854.58 for water damage.

**Resolution #82, 9/18/2018**

2. \$632.15      Date of Occurrence: 8/13/2018 – A/C leak in patio closet at 15121 Glade Drive Unit 13-1G

A motion was made, seconded and passed unanimously:

To approve the payment to Leisure World for the master policy deductible in the amount of \$632.15 for an insurance claim due to an A/C leak in patio closet at 15121 Glade Dr. Unit 13-1G.

**Resolution #83, 9/18/2019**

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To authorize the mutual assistant to mail a letter to the unit owner of 15121 Glade Drive. Unit 13-1G requesting reimbursement for the insurance claim in the amount of \$632.15 for damages due to the A/C leak in patio closet at 15121 Glade Drive. Unit 13-1G

**Resolution #84, 9/18/2018**

3. \$830.06      Date of Occurrence: 8/9/18 – Condensation in HVAC duct at 3501 Forest Edge Dr. #14-3G.

A motion was made, seconded and passed unanimously:

To approve the payment to Leisure World for the master policy deductible in the amount of \$830.06 for an insurance claim due to condensation in HVAC duct at 3501 Forest Edge Drive. Unit 14-3G

**Resolution #85, 9/18/2018**

To authorize the mutual assistant to mail a letter to the unit owner of 3501 Forest Edge Drive. Unit 14-3G requesting reimbursement for the insurance claim in the amount of \$830.06 for water clean-up.

**Resolution #86, 9/18/2018**

- C. Property Maintenance Committee –  
(1) PMC Minutes –Pat Leanza has resigned as chairperson for the PMC. The committee requests the board to fill his position. Currently there are no applicants for the position. Update on water leaks around building 15 – three weeks ago water started seeping out of cracks on Forest Edge drive. This is most likely ground water. We may want to look into getting a hydrologist to come and look at the issue.

A motion was made, seconded and passed unanimously:

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To approve the PMC members to obtain estimates for the painting of the interior walls and the ceilings of all the carports.

**Resolution #87, 9/18/2018**

A motion was made, seconded and passed: Yes votes – 6; Abstention -1

To approve the painting of the metal edge on the unenclosed balcony of building 16, unit 3G to prevent further deterioration.

**Resolution #88, 9/18/2018**

D. Building Rep. Committee – Laura Wiltz – No report

8. Unfinished Business –

A. Lamb Property – There is ongoing litigation at this time.

B. Dorothy Powers Resolution:

A motion was made, seconded and passed unanimously:

To approve payment to Dorothy Powers in the amount of \$500.00 for her to either repair the enclosure or have the enclosure removed at 15121 Glade Dr. Unit 1B.

**Resolution #89, 9/18/2018**

9. New Business –

A. McFall and Berry Proposal #L18381-ME – Take down and remove crabapple trees and stumps from front yard at 15127 Vantage Hill Rd. Backfill holes with soil. -The board has decided to table this proposal till winter.

B. McFall and Berry Proposal #L18382-ME - Supply and install two Canada Cheery trees in front of 15127 Vantage Hill Rd. Supply and install Black Dragon Cryptomeria at 3501 Forest Edge Dr. Building 14

A motion was made, seconded and passed unanimously:

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To approve the McFall and Berry Proposal #L18382-ME in the amount of \$1,083 with the exception of the last item in the amount of \$825.00 to install two Canada Cherry trees at 15127 Vantage Hill Rd.

**Resolution #90, 9/18/2018**

C. McFall and Berry Proposal #L18373-ME - Supply and install 15 Goshiki Holly at Vantage Hill Ct. Circle, building 14 @ G end, Building 16 @ units B & C, and at building 16 @ Unit F

A motion was made, seconded and passed unanimously:

To approve the McFall and Berry Proposal #L18373-ME in the amount of \$2,894 with the exception of Installing a Dragon Lady Cryptomeria at building 14 on the G end in the amount of \$237.

**Resolution # 91, 9/18/2018**

D. McFall and Berry Proposal #L18362- GZ – Remove large declining tree and stump on left side of Forest Edge parking lot.

A motion was made, seconded and passed unanimously:

To approve the McFall and Berry Proposal #T18362-GZ in the amount of \$1,700.

**Resolution #92, 9/18/2018**

E. Guest Parking – There is no spill over parking in Leisure World. There is no land to create more parking, we can't amend the bi-laws of the mutual to limit each apartment to one car, and we can't give larger apartments priority to guest parking. We suggest people to park in their carport instead of the guest spots and if you do not use your carport then you can rent it out or let neighbors know they are free to use it. Send letter to Ann Clark saying we're sorry but there is nothing more we can do pertaining to the parking situation.

F. Property at 15111 Glade Drive – In response to a lien being put on the unit at 15111 glade Dr. Mr. Radcliffe is in contact with the attorney and it is being handled at this time.

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G. Fall Gutter Cleaning – The board discussed when would be the best time to have the gutters cleaned and agreed to tell Ronny to aim to clean mutual 14 gutters in early December.

H. Signal Financial –

A motion was made, seconded and passed unanimously:

To authorize management to open a checking account for operating at Signal Financial to replace the Bank of America operating account.

**Resolution #93, 9/18/2018**

I. See Something, Say Something Reporting Form – The board decided to table this for now while they decide on some guideline for who this form will go to and how the issue will be handled.

J. Proposal for Amendment to Mutual 14 Rules and Regulations – Rick Kaiser- It was brought up that there is no process for disputing Mutual 14 rules and regulation. This proposal outlines the procedures to be followed in the event an owner wishes to file a complaint with the Board of Directors on a Mutual 14 matter. This encourages people to come to the board first before going straight to the CCOC.

A motion was made, seconded and passed unanimously:

The board approved the motion to send the Proposal for the Amendment to the November 1, 2013 Mutual 14 Rules and Procedures to Mutual 14 residents for consideration.

**Resolution #94, 9/18/2018**

L. Avery Plus, LLC Proposal #84Mutual14 – Paint carports in buildings 10,11,16, and 17

A motion was made, seconded and passed unanimously:

The board approves the Avery Plus, LLC Proposal #84Mutual 14 in the amount of \$6000 to scrape and paint the carports at buildings 10, 11, 16 and 17.

**Resolution #95, 9/18/2018**

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K. Proposal for Fire Alarm - Harold Crisp –

A motion was made, seconded and passed unanimously:

The board accepts the new operations procedures for the Mutual 14 Fire Alarm System. The new procedure will be sent to security to be included in their operations Manuel.

**Resolution #96, 9/18/2018**

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M. Web Management - Ms. O'Reilly –

A motion was made, seconded and passed unanimously:

The board approves web designer David Cox to volunteer as the Mutual 14 web designer manager for the Mutual 14 Leisure World Resident Website.

**Resolution #97, 9/18/2018**

N. Correspondence – The board would like the residents to remember that our rules do not prohibit deer fencing, although we do have a criteria that must be followed when using deer fencing. There is a time frame that it can be used and there is a specific color/ material that can be used.

O. Mutual 14 Rules and Procedures review –

A motion was made, seconded and passed unanimously:

\$2000. – Under the authority of Title 11- Maryland Condominium Act Section 11-109. 1(a)(4) the Board of Directors on September 5, 2018, in the Sullivan Room of Leisure World, voted to hire an attorney to review the Mutual 14 Rules and Procedures effective November 1, 2013. Board members Kaiser, O'Reilly, Palmer, Wiltz, and Blacklow voted yes. Board member Leanza was not in attendance.

**Resolution #98, 9/18/2018**

9. LWCC Advisory Committees –

A. Education & Recreation – Beth Leanza – Beth gave report of the E & R meeting on September 4, 2018. The report was presented and made available to the board

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B. Restaurant – James Moores – Reported on the new gift certificates being used in the Grill restaurant. They are no longer using paper gift certificates; the gift certificates have switched to a gift card. There was also a complaint made by a member of Mutual 14 complaining about the temperature of the food and an employee being rude to him. Mr. Moores would like residents of Mutual 14 to please report to him if they ever have a complaint or compliment regarding the restaurant, so he is able to address it at the restaurant advisory meeting.

C. Emergency Preparedness – No report at this time.

D. Security & Transportation – No report at this time.

10. Open Forum –

-A question was asked about who pays for a leak in a wall. Mr. Radcliffe responded that it depends on which pipe it is and where it is. He assured the resident that we are in the process of revising the Who Pays list and we can revisit his comments at the next meeting.

-Jackie Rabinow reported on a problem in building 13 Unit 2-F. The dryer Vent seems to be getting clogged and then spills out on to the catwalk. This appears to be a fire hazard and would like the issue to be addressed. The owner of the unit was contacted about the issue and she had the line cleaned. Kelly will address this with PPD.

-There is a truck parked on Glade Drive opposite of building 12. It does not have a car decal in it.

11. Next Meeting – Tuesday, October 16, 2018 at 9:30 a.m. in the Sullivan Room.

12. Adjournment – The meeting was adjourned at 11:51 p.m.

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Laura Wiltz, Secretary

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