

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, November 20, 2018

Resolution #108- 122

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, November 20, 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, James Moores, Cathy Madden, K. Viney, Harold Crisp, Carol Emil, Ronny Cabrera, Jackie Rabinow, Jane Carona, Ruth Hunter,

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 November 2018.
4. Adoption of the Agenda – The agenda was approved with modifications
5. Approval of October, 2018 Regular Meeting Minutes – The minutes were approved as presented with amendments
6. President’s Comments – Mr. Radcliffe
7. Reports – Officers/Committee Chairs
 - A. Secretary’s Report – Laura Wiltz –
 - (1) Unit Status Report – The report was presented and made available to the board.
 - B. Treasurer’s Report – Barbara Palmer –Invoices –

Invoices Under \$1000

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1. \$264.00 LWMC Reimbursement – Fire Code Permits
2. \$135.00 LWMC M-Type IN#142573 – Installed a new attic hatch at 15100 Glade Dr. Building 11.
3. \$90.20 LWMC M-Type IN#143563- Replaced ballast and tube at 15100 Glade Dr. Building 11.
4. \$5.26 LWMC M-Type IN#142753 – Two light bulbs changed between #2B and 2C.
5. \$180.00 LWMC M-Type IN#144099 – Repaired door closer on lobby door at 3501 Forest Edge Dr. Building 14.
6. \$45.00 LWMC M-Type IN#143832 – Adjusted second lobby door at 15100 Glade Dr. Building 11.
7. \$408.00 LWMC M-Type IN#142852 – Checked heaters and thermostats in the lobbies and trash rooms at building #10 thru #17.
8. \$447.52 LWMC M-Type IN#143160 – Replaced heater in the trash room at 3511 Forest Edge Dr. Building #17.
9. \$112.50 LWMC M-Type IN#143217 – Removed door, adjusted pins, sprayed WD-40 to lube pins at lobby door to building 16.
10. \$84.00 Mcfall & Berry Landscape Management, Inc. IN201336 – Watering of plans, shrubs, trees, sod, and seed from May 1st thru December 31st.
11. \$93.93 Orkin IN#175527272 – Standard monthly PC at 15111 Glade Dr.
12. \$119.52 Orkin IN176403333- Standard monthly PC AT Forest Edge Dr.
13. \$80.00 Pet Waste Eliminator IN42697169 – Pet waster eliminator bags 200/roll.
14. \$780.00 Macleary, Lynch & Lapidus, P.C. IN11723 – Review memorandum re allocation of repair obligations between mutual 14 and unit owner, review MD condo code and compare with declarations and by-laws and identification of proper allocation of maintenance responsibility.
15. \$300.30 LWMC M-Type IN144173 – Tested emergency lights for the month of November. Replaced broken fixture near unit 12-2F
16. \$355.33 Reimbursement to Patrick Leanza – Lights bulbs for catwalks and carports. INVOICE #W01162392 for Led bulbs, Order #5721505 for CFL 13 WATTS (100)

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and Order #5921678 T8 bulbs for carports and lobby, PPD charge for globes for lobby.

17. \$175.00 J & M Construction IN1638 – Installed a new gutter deflector and caulked the edge of the threshold at 15137 Vantage Hill.
18. \$75.00 LWMC Work Order #145652 switch to M-type – water stains in ceiling in bedroom at 15123 Vantage Hill Rd. Unit 5-A. Credit Resident and bill mutual. Pay M-Type upon receipt.
19. \$189.20 LWMC-M type IN142916 – To replace dome covers in the first-floor lobby of 15121 Glade Drive – Pay M-Type once received.

Total : \$3,992.27

A motion was made, seconded and passed unanimously:

To approve the payment of the invoices listed above in the amount of \$3,992.27 that are under \$1000.

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Invoices over \$1000:

20. \$3,111.00 Dynalectric IN26010 – Annual fire alarm testing of eight buildings.

A motion was made, seconded and passed unanimously:

To approve the payment of the Dynalectric IN26010 in the amount of \$3,111.00 for annual fire alarm testing.

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21. \$2,894.00 McFall & Berry Landscape Management, Inc. IN201455 – Supply and install Goshiki Holly at Vantage Hill Ct. Island, Building 11, Building 14, building 16 and building 17.

A motion was made, seconded and passed unanimously:

To approve the payment of The McFall and Berry IN201455 in the amount of \$2,894 to supply and install Goshik Holly at Vantage Hill Ct. by buildings 11,14, 16 and 17.

Resolution # 110, 11/20/2018

22. \$1,083.00 McFall & Berry Landscape Management, Inc. IN201456 – Remove shrubs at the G end of 3501 Forest Edge Dr. Building 14. Supply and install Black Dragon Cryptomeria at G end of 3501 Forest Edge Dr. Building 14. Supply and install Butterfly bush, Rosemary plant, and Catmint at herb bed near patio.

A motion was made, seconded and passed unanimously:

To approve the payment of \$1,083 to McFall and Berry Management, Inc. IN2014536 to remove shrubs at the G end of 3501 Forest Edge Dr. Building 14. Supply and install Black Dragon Cryptomeria at the G end of 3501 Forest Edge Dr. Building 14. Supply and install

Resolution # 111, 11/20/2018

23. \$1,396.82 LWMC M-Type In#143534 – Painted lines in the parking lots in front of the buildings.

A motion was made, Seconded and passed unanimously:

To approve the LWMC M-Type in the amount of \$1,396.82 to paint lines in the parking lots of the buildings.

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24. \$1,765 Mckenzie Engineering Services, P.C. Invoice #6 – Consultation for the Lamb residence.

A motion was made, Seconded and passed unanimously:

To approve the Mckenzie Engineering Services invoice #6 in the amount of \$1,765 for the lamb property consultation.

Resolution #113, 11/20/2018

C. Property Maintenance Committee –

(1) PMC Minutes – Leona O’Reilly Reported on the doors and locks of the storage room doors being in a state of disrepair. We are still looking into lobby doors and cable covers. Dryer vent cleaning will happen the second week of December. Gutter cleanings are scheduled for the last week of November. Stansbury will be coming to shampoo the carpets to get rid of the moss.

a. Discussion about Leona O’Reilly being a voting member of the PMC was addressed. The board has decided she should not be a voting member.

b. The board reviewed Mr. Krams Application and Mr. Stanley Jones application for the PMC Committee and the board has agreed to appoint Mr. Jones as the new PMC Committee member.

A motion was made, seconded and passed unanimously:

To appoint Mr. Stanley Jones as the new PMC committee member.

Resolution #114, 11/20/2018

D. Building Rep. Committee-Ms. Wiltz – There was no meeting this month. We have requested to have Maria Cruz accepted as the back up building representative for building 11.

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A motion was made, seconded, and passed unanimously:

To approve Maria Cruz as the back up building representative for building 11.

Resolution #115, 11/20/2018

8. Unfinished Business –

- A. Discussion of the Website – The board discussed dissolving the private Mutual 14 website. It was explained that we would prefer the outside world to not know the private information that goes on in Mutual 14.
- B. Closed Meeting- A closed meeting was held on September 5, 2018 to discuss the Lamb Property.
- C. Proposed Amendment to the rules: Rick Kaiser has provided a packet to the board explaining the change so that it can be discussed at the upcoming meeting.
- D. Balconies Update- We are in the process of working out an exact estimate of what the balconies are going to cost, it will involve permits and it will take about 3 or 4 months each balcony and he will only be able to do 4 a year.
- E. Reserve Study

9. New Business:

- A. JustDoors & Hardware Proposal –

A motion was made, seconded, and passed unanimously:

The PMC recommends the board approve the JustDoors and Hardware quote in the amount of \$36,541.54. In case more extensive repairs and/or door replacement might be needed, the PMC recommends that the board approve additional expenditures not to exceed a total door replacement of \$40,000 to cover such contingencies. The funds are to be taken from the Reserve Funds.

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- B. Reserve Study –

A motion was made, seconded and passed unanimously:

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To approve the work done by the Reserve Study group and the PMC and we follow the recommendations.

Resolution #117, 11/20/2018

C. Krams Insurance Claim-

A motion was made, seconded and passed unanimously:

To hold the resident, Mr. Krams, responsible for the claim payment due to the pipe being a specific pipe that only services 3500 Forest Edge Dr. Unit 15/2F.

Resolution #118, 11/20/2018

D. Muller Insurance Claim- The Muller Insurance claim was discussed but no resolution was made.

E. J and M Construction Solutions, LLC Proposal –

A motion was made, seconded and passed unanimously:

To approve Proposal by M and J Construction Solutions, LLC to replace the wood trim around the skylight in building 10.

Resolution #119, 11/20/2018

F. Medical Equipment in building 13 –

A motion was made, seconded and passed unanimously:

The board agreed to donate the equipment that is stored in the building 13 storage room to FISH.

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- G. Gutter Cleaning and dryer vent cleaning- There will need to be some one present for the dryer vent cleaning.
- H. PMC Location – is scheduled for Demember 5th, 2018 in the Annapolis room at 10:00 AM.
- I. H & H Concrete Proposal #181469 – Building ten drain blockage repairs.

A motion was made, seconded and passed unanimously:

To approve the H & H Proposal #181469 to make repairs to the building ten drain blockage issue.

Resolution #121, 11/20/2018

- J. Suppetory Management and Operating Agreement – the Board discussed the agreement and have decided to table it till next months meeting.
- K. McFall and Berry Propposal # 181469 –

A motion was made, seconded and passed unanimously:

To Approve the McFall and Berry Proposal in the amount of \$110.00 to supply and install cap stone wall in rock bed at 1500 Glade Drive.

Resolution #122, 11/20/2018

10. LWCC Advisory Committees –

- A. Education & Recreation – Beth Leanza – No report at this time.
- B. Restaurant – James Moores – It was reported that there are issues regarding the tipping in the restaurant. Mr. Moores suggested that we give tips by putting them in an envelope so that the server receives it personally and does not need to share tips.
- C. Emergency Preparedness – No report at this time.
- D. Security & Transportation – No report at this time.

11. Open Forum –

-Mr. Moores requested that Mrs. Moores still be able to keep the social committee stuff inside of their building storage in side of the building 12. The board all agreed to give

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Mrs. Moore has a key to the storage room so she is able to access the social committee stuff that is held in the storage room.

12. Next Meeting – Tuesday, January 15, 2018 at 9:30 a.m. in the Sullivan Room.

13. Adjournment – The meeting was adjourned at 11:30 p.m.

Laura Wiltz, Secretary