

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JULY 16, 2019

Resolution #54-77

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, July 16, 2019 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, Vice President; Roger Blacklow, Secretary;
Laura Wiltz, Treasurer; Beth Leanza, Director; Leona O'Reilly, Director;
Barbara Palmer, Director

MANAGEMENT: Melissa Pelaez, Assistant General Manager of Mutual Services
Ronny Cabrera, Special Projects Manager
Jennifer Quinteros, Mutual Assistant

VISITORS: Jane Carona, Bob Clipper, Russ Coburn, Hal Crisp, Robert Dupree,
Jessie Fitzpatrick, Julia Gibbons, Muriel Killerlain, Ron Krams, Mary
Lamb, Cathy Madden, S. Marcus, Barbara Martin, Jim & Sharon Moores,
Jim & Linda O'Neil, Lynelle Simpson, Kathy Viney, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. Announcement of Closed Session – Upon motion duly made, the Board agreed,
To conduct a closed session following the adjournment of the Regular Board Meeting.
Resolution #54, 7/16/19
3. General Manager's Report – Ms. Pelaez presented the General Manager's report for the month of June. All questions and comments were responded to by Ms. Pelaez.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of Minutes of June 18, 2019 – The minutes of the Regular Board Meeting were approved as presented.
6. President's Comments – Ms. Hunter reported Richard Saunders resigned as President of the Mutual 14 Board of Directors. She expressed her gratitude for his service. Upon motion duly made, the Board agreed,

To appoint Ruth Hunter as the President.

Resolution #55, 7/16/19

Upon motion duly made, the Board agreed,

To appoint Bobbie Palmer as Vice President.

Resolution #56, 7/16/19

7. **Reports – Officers/Committee Chairs –**

A. **Secretary’s Report** – Mr. Blacklow presented the “Who to Contact if” and “When Disaster Strikes” document for the Board’s review. It was discussed and agreed to include the documents in the upcoming Grapevine Newsletter with the inclusion of Mr. Blacklow publishing a request to join the Mutual 14 Board of Directors and scheduling a robo call. Upon motion duly made, the Board agreed,

To allow residents to submit their candidacy resumes to the Mutual Assistant by the deadline of Tuesday, August 13, 2019.

Resolution #57, 7/16/19

(1) **Unit Status Report** – Mr. Blacklow presented the unit status report as distributed to the Board.

(2) **Building Representative’s Report** – No report at this time.

B. **Treasurer’s Report** – Ms. Wiltz presented the invoices for the month of July 2019.

(1) **Legal and Fiduciary Responsibilities of Corporate and Non-Profit Boards** – Ms. Wiltz presented the document as distributed for the Board’s review.

(2) **Invoice(s) under \$1,000.00** – Upon motion duly made, the board agreed,

To approve payment of the following invoices **under \$1,000.00**, with the inclusion of crediting the mutual and billing the residents for LWMC invoices: LWMC Invoice #157166 (\$438.39); and LWMC Invoice #158259 (\$241.84). In addition, to not approve payment of McFall & Berry Invoice – Annual Fee (June 1-November 30) Addendum to contract – Addendum B – Watering 2% increase per year, due to the incorrect amount.

1	\$965.00	GL Code: 611200	<u>Montgomery County DHCA Invoice</u> <u>#INV202016484</u> – Registration Fee- Billing Period: 7/1/19 – 6/30/20 (193x\$5.00) 7/31/19
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2	\$160.63	GL Code: 621000- 100006	<u>LWMC Physical Properties Invoice #150117</u> – Work performed: Replaced non-working main water valve. Main valves are a mutual charge. 2/21/19 3510 Forest Edge Dr. #16-1F
3	\$57.50	GL Code: 611900- 100001	<u>Rees Broome, PC Invoice #1117205</u> – 5/6/19 – Telephone call with Board President re: pending collection matters. 5/17/19 – Prepare and compile Collections Debtor Status report and send to appropriate Association representatives. 5/31/19
4	\$52.26	GL Code: 620200- 100006	<u>LWMC Invoice #157889</u> – Work performed: Replaced bulb by unit #2B & #2C 6/27/19 (Building #14)
5	\$174.40	GL Code: 621600	<u>LWMC Invoice #157884</u> – Work performed: Inspected bedroom ceiling. It was dry. There was a water stain on the ceiling. Went up the roof and caulked. Waited for the rain to inspect. 6/27/19 2 Vantage Hill Ct. #2-A (O'Reilly)
6	\$438.49	GL Code: 620200- 100006	<u>LWMC Invoice #157166</u> – Work performed: Took out ceiling nail pops and put drywall. Screws in bathroom and above the vanity entrance hallway and by tv in living room. Applied Kilz to the ceiling. Set the paint for bathroom ceiling. Set the paint for bathroom. Sanded and painted the bathroom ceiling. 6/19/19 15111 Glade Dr. #12- 3F (Hewlett)
7	\$47.00	GL Code: 620200- 100006	<u>LWMC Invoice #157070</u> – Work performed: Put out of order signs on each floor at the elevator doors along with orange cones. (Bldg. 14 Elevator – 3501 Forest Edge Dr.) 6/18/19
8	\$92.00	GL Code: 620200- 100006	<u>LWMC Invoice #156577</u> – Work performed: Reattached eye hook to door frame so hook would fit to hold door open. Bldg. 13 latch 6/7/19
9	\$190.00	GL Code: 620400- 100003	<u>Metro Elevator Inspection Services Invoice #062719B</u> – Hydraulic Elevator Inspection 6/25/19 3501 Forest Edge Dr. 6/25/29
10	\$190.00	GL Code: 620400- 100003	<u>Metro Elevator Inspection Services Invoice #0627219E</u> – Hydraulic Elevator Inspection 6/25/19 3511 Forest Edge Dr. 6/25/29
11	\$190.00	GL Code: 620400- 100003	<u>Metro Elevator Inspection Services Invoice #062719D</u> – Hydraulic Elevator Inspection 6/25/19 3510 Forest Edge Dr. 6/25/29
12	\$190.00	GL Code: 620400- 100003	<u>Metro Elevator Inspection Services Invoice #062719A</u> – Hydraulic Elevator Inspection 6/25/19 3500 Forest Edge Dr. 6/25/29

13	\$190.00	GL Code: 620400- 100003	Metro Elevator Inspection Services Invoice #0627219I – Hydraulic Elevator Inspection 6/25/19 15100 Glade Dr. 6/25/29
14	\$190.00	GL Code: 620400- 100003	Metro Elevator Inspection Services Invoice #0627219G – Hydraulic Elevator Inspection 6/25/19 15101 Glade Dr. 6/25/29
15	\$190.00	GL Code: 620400- 100003	Metro Elevator Inspection Services Invoice #0627219H – Hydraulic Elevator Inspection 6/25/19 15111 Glade Dr. 6/25/29
16	\$190.00	GL Code: 620400- 100003	Metro Elevator Inspection Services Invoice #0627219F – Hydraulic Elevator Inspection 6/25/19 15100 Glade Dr. 6/25/29
17	\$420.00	GL Code: 621400- 100002	McFall & Berry Invoice #IN203869 – Annuals per attached proposal – Supply & Install 2019 summer annual flowers per attachment. 6/13/19
18	\$28.00	GL Code: 611900- 100001	Rees Broome, PC Invoice #1121687 – Prepare and compile Collections debtor status report and send to appropriate Association representatives 6/30/19
19	\$900.00	GL Code: 621600	J&M Construction Solutions, LLC. Invoice #1765 – As per quote repairs to flashing and replacement of missing shingles. Bldg. #17 7/5/19
20	\$330.25	GL Code: 621600	J&M Construction Solutions, LLC. Invoice #1764 – Replaced existing gutter with new 5” seamless aluminum gutter using brackets. Relocated existing downspout to opposite end and reconnected to the new gutter. 6 Vantage Hill Ct. 7/5/19
21	\$47.00	GL Code: 620200- 100006	LWMC Physical Properties Invoice #158301 – Work performed: Installed screws on top of rail. 3500 Forest Edge Dr. #15-13F (Bolin) 7/5/19

Resolution #58, 7/16/19

(2) Invoice(s) Over \$1,000.00 – Upon motion duly made, the board agreed,

Upon motion duly made, the Board agreed,

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

1	\$1,082.04	GL Code: 620900	Orkin Prepay & Save – PC Standard - Monthly pest control – 15111 Glade Dr. (15111 Glade Dr. - Bldg. #12 Traps) (Acct. #25524136)
2	\$1,448.64	GL Code: 620900	Orkin Prepay & Save – PC Standard - Monthly pest control – Glade Dr. – Forest Edge – Vantage (Acct. #25342650)
3	\$1,656.53	GL Code:	LWMC Invoice #156542 – Work performed: Ran 80’ of 7/8 cable on each 3” vent from roof on

		621000-100006	bldg. 17 – 3511 Forest Edge Dr. Brought back large amount of sludge. Also ran 76’ of 5/8’ cable from roof on 2” pipes. Brought back large amount of sludge. Bldg 17 stack vents 6/7/19
4	\$1,648.00	GL Code: 621400-100002	McFall & Berry Invoice #IN204177 – Work per attached proposal # L19218aME – 5/21/19 (Bldg. #10; 13; 14; 16; 17) – 7/3/19
5	\$1,350.00	GL Code: 621400-100002	McFall & Berry Invoice #IN204007 – Work per attached Proposal #L19218bME – 5/22/19 – Bldg. #15; 11; Vantage Hill Rd.; Vantage Hill Ct. 6/20/19

Resolution #59, 7/16/19

(3) M-Type to R-Type Invoice – Upon motion duly made, the Board agreed,

To credit the Mutual for M-Type Invoice #140797 in the amount \$45.00, and bill the resident as an R-Type, due to the lint screen being the unit owner’s responsibility.

Resolution #60, 7/16/19

C. Property Maintenance Committee –

(1) PMC Minutes – Mr. Crisp presented the Property Maintenance Committee minutes as distributed to the Board. Upon motion duly made, the Board agreed,

The Board of Directors will draft a letter and include a work session notice to the six-unit owners that must have their balcony enclosures removed.

Resolution #61, 7/16/19

Upon motion duly made, the Board agreed,

To authorize the Property Maintenance Committee to work with Physical Properties for an RFP to remove the six balcony enclosures.

Resolution #62, 7/16/19

Upon motion duly made, the Board agreed,

To approve an engineering survey and development of a scope of work by Colin McKenzie for 3500 Forest Edge Dr. #15-3F.

Resolution #63, 7/16/19

Upon motion duly made, the Board agreed,

To appoint Russ Coburn to the Property Maintenance Committee for an additional year.

Resolution #64, 7/16/19

- (2) Request to Join PMC – Upon motion duly made, the Board agreed,

To accept Robert Clipper’s request to join the Property Maintenance Committee.

Resolution #65, 7/16/19

- (3) LWMC Proposal – Management & Oversight – Balcony Repairs – Upon motion duly made, the Board agreed,

To accept the Physical Properties Proposal in the amount of \$1,309.00 for the management and Oversight on the Balcony Structural Repair Project.

Resolution #66, 7/16/19

- D. Social Committee – Ms. Moores mentioned the Ice Cream Social was cancelled, due to insufficient numbers, and the Picnic was scheduled for September 11th.
- E. Landscape Committee – Ms. Moores reported that McFall & Berry is delayed with a few projects.

8. Unfinished Business – None at this time.

9. New Business –

- A. Makfinsky – 3501 Forest Edge Dr. #14-1F – Kitchen Sink – Insurance Claim – Upon motion duly made, the Board agreed,

To assume Mutual Responsibility of the insurance claim in the amount of \$5,000.00 and credit the unit owner’s account at 3501 Forest Edge Dr. #14-1F, due to the Kitchen Sink Back up, due to main plumbing line clogging. GL Code:611800-10002

Resolution #67, 7/16/19

- B. Zimmerman – Insurance Claim – Res. #193– Upon motion duly made, the Board of agreed,

To amend **Resolution #193, 3/19/2019**, to state, “To assume Mutual responsibility of the insurance claim in the amount of \$5,000.00 and credit the unit owner’s account of 3510 Forest Edge Dr. #16-1F, for the services of water damage clean up by A&A Restoration, due to main plumbing line clogging. GL Code:611800-10002

Resolution #68, 7/16/19

- C. Rosenburg – Insurance Claim – Res. #129 – Upon motion duly made, the Board agreed,

To amend Resolution #131, 12/18/2018, to state, "To assume Mutual responsibility of the insurance claim in the amount of \$5,000.00 and credit the unit owner's account of 3501 Forest Edge Dr. #14-1G, due to the kitchen sink overflowing and damaging the cabinets, due to main plumbing line clogging.. GL Code:611800-10002

Resolution #69, 7/16/19

D. Kaiser – Roof Vent – Gable – Upon motion duly made, the Board agreed,

To deny the unit owner's request to install a vent in the gable, due to the modified gable being the responsibility of the unit owner, with the inclusion that he must submit an Application for Building Modification (ABM), for the review of the Property Maintenance Committee and Ronny Cabrera.

Resolution #70, 7/16/19

E. Martin – Damp Subfloor – 3501 Forest Edge Dr. #1A – Upon motion duly made, the Board agreed,

To refer the damp subfloor to the Property Maintenance Committee and Physical Properties to investigate the cause of the water back up and present a solution.

Resolution #71, 7/16/19

F. Board Liaison to PMC – Upon motion duly made, the Board agreed,

A liaison between the Board and the Property Maintenance Committee is not necessary at this time.

Resolution #72, 7/16/19

G. LWMC Invoice #155255 – 15101 Glade Dr. #10-1A – Upon motion duly made, the Board agreed,

To credit the resident for R-Type Invoice #140797 in the amount \$75.75 and approve payment upon receiving as an M-Type invoice. GL Code: 621000-10006

Resolution #73, 7/16/19

H. R. Martinez – Request for Resident Waiver – The board discussed the request to allow the residents relative to reside in the unit under the age restriction policy, the motion did not carry, with three opposed and two in favor.

I. Carport Violation #16-2A – Upon motion duly made, the Board agreed,

Ms. O'Reilly will draft a violation letter to the unit owner of #16-2A, to inform them that no items shall be stored in the carport areas with the exception of motor vehicles, golf carts, bicycles and tricycles, with the inclusion of a reoccurring fine, if the resident does not comply.

Resolution #74, 7/16/19

10. LWCC Advisory Committee –
 - A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.
 - B. Other Advisory Committees – Upon motion duly made, the Board agreed,

To appoint Jane Carona as the Mutual representative to the Security & Transportation Committee.

Resolution #75, 7/16/19
11. Invoice Authorization – Upon motion duly made, the Board agreed,

To authorize the President and Treasurer to approve payment of invoices for the month of August, due to the cancellation of the Regular Board Meeting.

Resolution #76, 7/16/19
12. Appointment of Board Representatives to LWCC Board – Upon motion duly made, the Board agreed,

To appoint the following Board Members to the LWCC Board of Directors: Ruth Hunter, sitting member; Roger Blacklow, first alternate; and Bobbie Palmer the second alternate.

Resolution #77, 7/16/19
13. Open Forum – All questions and comments were responded to by the Board.
14. Next Meeting – August Regular Board Meeting is Cancelled.
15. Adjournment – The meeting adjourned at 12:03 p.m.

Roger Blacklow, Secretary