

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, SEPTEMBER 17, 2019

**Resolution #78-108**

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 17, 2019 at 9:30 a.m.

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

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

VISITORS: Amelia B., Richard Bambach, Jane Carona, Russ Coburn, Maria Cruz,  
Geneva Foster, Julia Gibbons, Ron Krams, Mary Lamb, Jim & Linda O'Neil  
Cathy Madden, John Radcliffe, Dorothy Taylor, Mary Vaughn,  
Kathy Viney

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 #78, 9/17/19**
3. Adoption of Agenda – The agenda was approved as presented.
4. 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.
5. Approval of Minutes of July 16, 2019 – The minutes of the Regular Board Meeting were approved as presented.
6. Request to Join M14 Board of Directors – Jane Carona – Upon motion duly made, the Board agreed,

To appoint Jane Carona to the Mutual 14 Board of Directors until the next Annual Meeting.

**Resolution #79, 9/17/19**

7. President's Comments – Ms. Hunter announced her request for an open hearing instead of the statutorily required closed meeting under New Business agenda item J., regarding balcony issues. She indicated that Ms. Palmer would chair that portion of the meeting. Upon motion duly made, the Board agreed,

To hold a closed meeting on September 18, 2019, at 9:30 AM in the Potomac Room of Clubhouse I. The purpose of this closed meeting is consultation with board members in connection with pending legal matters.

**Resolution #80, 9/17/19**

8. Reports – Officers/Committee Chairs –

A. Secretary's Report

(1) Unit Status Report – None at this time.

(2) Building Representative's Report – The Building Representative's report was presented as distributed. Upon motion duly made, the Board agreed,

To appoint Jim Reilly as the alternate building representative for building #13.

**Resolution #81, 9/17/19**

(3) Nickname for Mutual 14 – Mr. Blacklow presented a draft letter for the Board's review concerning the proposed Mutual name change.

(4) Telephone Directory – Upon motion duly made, the Board agreed,

To publish the Mutual telephone directory for distribution once every year.

**Resolution #82, 9/17/19**

(5) Rental Policy – Mr. Blacklow presented the draft rental policy letter for the Board's review.

Treasurer's Report – Ms. Wiltz presented the invoices for the month of August and September 2019.

(1) Ratify Approval of August Invoice(s) Resolution #76, (7/16/19) – Upon motion duly made, the Board agreed,

to ratify the approval of the August 2019 invoice(s), **under \$1,000.00**, Resolution #76, (7/16/19),

1	\$700.00	GL Code: 620200- 100006	<b><u>H&amp;H Concrete Construction, Inc. Invoice #2019286</u></b> – Building 15 #3B Balcony threshold repair 8/3/19
2	\$774.45	GL Code: 621100- 100018	<b><u>Dynalectric Invoice #28546</u></b> – Repaired leak in building 12 trash room. 5/7/19
3	\$47.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #158336</u></b> – Work performed: Inspected staircase, second floor utility room has the wall mount AC unit that drains on the roof. If this is an issue-Mutual will need to address the wall A/C. Building 10 leak 7/5/19
4	\$202.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #160083</u></b> – Work performed: Tested emergency lights for Bldgs. 10-17. Bldg. 10 3 <sup>rd</sup> floor 3D, F landing had bulb out- changed. 7/31/19
5	\$202.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #159684</u></b> – Work performed: Checked emergency lights. Building 10 working, bldg. 11-fixture hanging by wires at 2B. Bldg. 12-Fixture hanging by wires at 3F. Bldg. 13 – Light out at 3A, 14, 15, 16 and 17 working. 7/26/19
6	\$77.00	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #159079</u></b> – Work performed: Cleaned downspout and underground pipe. 12 Vantage Hill Ct. #1B (Perry) 7/18/19
7	\$86.26	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #154933</u></b> – Work performed: Some shingles missing on the roof. Caulked around the nails. Ceiling in the bedroom needs to be repaired. 3511 Forest Edge Dr. #17-3D (Foster) 5/14/19
8	\$77.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #155015</u></b> – Work performed: Fixed door strikes at buildings 10-17 (trash room doors). 5/15/19
9	\$78.75	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #158548</u></b> – Work performed: Found condenser drain leaking outside causing a puddle. Sealed leak at pipe. 7/10/19
10	\$47.00	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #158475</u></b> – Work performed: Found 1/2” supply line to outside hose bib is split. Resident has just moved in and is going to check home warranty. Resident

			to call PPD back at a later time. 15101 Glade Dr. #10-1F (Moy) 7/10/19
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to ratify the approval of the August 2019 invoice(s), **over \$1,000.00**, Resolution #76, (7/16/19),

1	\$43,006.00	GL Code: 690000- 100002	<b>H&amp;H Concrete Construction, Inc. Invoice #2019280</b> – Mutual Fourteen Asphalt Repairs 2019 6/19/19
2	\$2,480.00	GL Code: 621100- 100018	<b>Dynalectric Invoice #28920</b> – Furnished and replaced 3” OSNY Valve on incoming service reference quote #0519-0088 Rev1 6/7/19
3	\$1,110.00	GL Code: 621100- 100018	<b>Dynalectric Invoice #29375</b> – Quarterly Sprinkler tamper/flow switch test. 7/16/19
4	\$1,616.00	GL Code: 621000- 100006	<b>LWMC Physical Properties Invoice #154777</b> – Work performed: Ran 80’ of 7/8 cable to snake all 3” vent throughout the roof on bldg. 13 – 15121 with K60. Brought back wipes & large amounts of grease. Ran 90 of 5/8 cable to snake all 2” stack vents on bldg. 13-brought back more large amounts of grease. 5/10/19

**Resolution #83, 9/17/19**

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

To reaffirm crediting the Mutual for the following M-Type Invoice(s) and billing the resident as an R-Type: LWMC #159438 (\$47.00) “*Work performed: There is no adjustment on shower head. Got drop on main to stop but valve needs to be replaced. 3511 Forest Edge Dr. #17-1G.*”; and LWMC #154968 (\$290.00), “*Replacement of Main shut off valves. Cut access into wall for new valves, shut off water and reworked lines so that the valve is outside wall. Restored water with no leaks and blew air from all lines in unit.*” Unit owner’s responsibility.

**Resolution #84, 9/17/19**

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

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

1	\$900.00	GL Code: 690000- 110037	<b>McKenzie Engineering Services, P.C. Invoice #3</b> – Proj. No. Building 15 #3F Balcony Consulting Structural Engineering Services
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			regarding Balcony Concrete Deterioration 8/26/19
2	\$112.40	GL Code: 62100- 100006	<b><u>LWMC Physical Properties Invoice #161094</u></b> – Work performed Bldg. #12, 15111 Glade Dr. repaired leaking stopcock near #1D on the catwalk. 8/16/19
3	\$47.00	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #161137</u></b> – Work performed Bldg. #16, 3510 Forest Edge Dr., reconnected downspout at building entrance. 8/19/19
4	\$101.00	GL Code: 62100- 100006	<b><u>LWMC Physical Properties Invoice #161093</u></b> – Work performed Bldg. #10, 15101 Glade Dr., snaked out the trash room floor drain. Cleaned cable. 8/16/19
5	\$47.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #161254</u></b> – Work performed: Bldg. 15 – 3500 Forest Edge Dr. reinstalled trash room door stop on new concrete. 8/20/19
6	\$47.00	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #161450</u></b> – Work performed: There was a split hose leaking into grate of heater and dumping into utility room. Hose was common area between units 1G and 1F stemming 1F. 15121 Glade Dr. #13-1G 8/23/19
7	\$84.80	GL Code: 620200- 100006	<b><u>Pet Waste Eliminator Invoice #42810784</u></b> – Pet Waste eliminator bags 200/Roll, 100 % Recycled *Shipment 2 of 6*
8	\$798.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN204527</u></b> – Water per attached. 5/31; 6/12, 20, 29 8/9/19 (Kathy V. confirmed payment)
9	\$546.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN204750</u></b> – Water per attached. 7/3, 8, 12, 18, 25, 30 9/6/19 (Kathy V. confirmed payment)
10	\$355.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN204742</u></b> – Tree maintenance #1& #2 Vantage Hill Ct.; 3511 Forest Edge Dr. Bldg. #17; 3501 Forest Edge Dr. 14 8/30/19 (Kathy V. confirmed payment)
11	\$59.00	GL Code: 611900- 100001	<b><u>Rees Broome, PC Invoice #1130043</u></b> – 8/6/19 [No charge] Telephone call with New Board President.; Telephone call with Board Treasurer regarding collections. 8/31/19

**Resolution #85, 9/17/19**

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

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

1	\$1,102.00	GL Code: 611900- 100001	<b><u>Rees Broome, PC Invoice #1129898</u></b> – For professional services rendered through August 31, 2019. RE: 000001 Collections; RE: 000002 Vivian M. Layman; RE:000006 Stephanie Sidella; Disbursements 8/31/19
2	\$1,908.44	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #161800</u></b> – Work performed: Back flow test for bldgs. 10-17. Bldgs. 11, 16, 17 passed on first round. For the rest had to clean, get fitting, replace port and then test, passed at second round. (Backflow 2019) 8/28/19
3	\$3,046.00	GL Code: 621700	<b><u>LWMC Physical Properties Invoice #161779</u></b> – Proposal Invoice w/o 166135. Replaced batteries in hard-wired smoke detectors (146 units complete); replaced hard-wired smoke detectors more than 10 years (3 units complete) – per Proposal (see attached checklist).
4	\$4,433.90	GL Code: 690000- 110014	<b><u>LWMC Physical Properties Invoice #161802</u></b> – Charge for JustDoors & Hardware LLC Invoice to repair lobby doors 8/28/19

**Resolution #86, 9/17/19**

(3) Insurance Claim(s) – Upon motion duly made, the Board agreed,

To approve payment of the following insurance claim:

\$5,000.00      Sink in the guest bath in 1E was running and overflowed into 1F, causing A&A to complete the service of water damage clean up. LWMC installed new front door. 3511 Forest Edge Dr. #17-1E. Date of Occurrence: 11/18/18 (Frederick)

**Resolution #87, 9/17/19**

Upon motion duly made, the board agreed,

To request reimbursement from the unit owner at 3511 Forest Edge Dr. #17-1E, in the amount of \$5,000.00, due to the sink in the guest bath in 1E running and overflowing into 1F, causing A&A Restoration to complete the service of water damage clean up and LWMC to install a new front door. 3511 Forest Edge Dr. #17-1E (Frederick)

**Resolution #88, 9/17/19**

Upon motion duly made, the board agreed,

To approve payment of the following insurance claim:

\$5,000.00      Washing machine is old and leaking from the bottom of the washer.  
A&A Restoration completed the service of water damage clean up.  
3510 Forest Edge Dr. #16-2D Date of Occurrence: 5/12/19 (Yates)

**Resolution #89, 9/17/19**

Upon motion duly made, the board agreed,

To request reimbursement from the unit owner at 3510 Forest Edge Dr. #16-2D, in the amount of \$5,000.00, due to the Washing machine being outdated and leaking from the bottom of the washer, causing A&A to complete the service of water damage clean-up. (Yates)

**Resolution #90, 9/17/19**

B. Property Maintenance Committee –

(1) PMC Report – Mr. Cabrera presented the Property Maintenance Committee report as distributed.

(2) Glade Dr. & Forest Edge Dr. Trash Rooms Enhancements Proposal – Upon motion duly made, the Board agreed,

To defer the approval of Enhancements proposal (8 trash rooms) in the amount of \$5,420.00.

**Resolution #91, 9/17/19**

(3) Saul Architects Proposal – Upon motion duly made, the Board agreed,

To accept the Saul Architects proposal and payment terms as written for the creation of the uniform owner building standards when enclosing existing balconies with glass enclosures.

**Resolution #92, 9/17/19**

(4) Mckenzie Engineering Services, P.C. #15-3F Report – The structural engineer report was provided for the Board's review.

(5) Schindler Repacking Order Agreement 3500/3501 Forest Edge – Upon motion duly made,

To accept the Schindler elevator proposal #JCII-BESP4Y (2019.4.1), in the amount of \$4, 312.00, and approve the payment terms as written for the repacking of the elevators at 3500 and 3501 Forest Edge.

**Resolution #93, 9/17/19**

- (6) Martin – Damp Subfloor – 3501 Forest Edge Dr #1A Letter-Martin – Upon motion duly made, the Board agreed,

To place the letter provided by the Property Maintenance Committee in unit file 14110.

**Resolution #94, 9/17/19**

- (7) Building Flashing Survey – The document was provided for the Board’s review.

- C. Social Committee – None at this time.

- D. Landscape Committee – It was reported that a committee meeting was held on Monday, September 16<sup>th</sup> to discuss the 2020 budget and how to utilize it. In addition, the committee received a lawn care agreement from McFall & Berry for crab grass and weed control. Upon motion duly made the Board agreed,

To accept the **McFall & Berry Proposal #T19397GZ** and approve payment in the amount of \$580.00, to take down & Remove stump in rear of bldg. Backfill hole w/ soil as needed, then seed & straw. (Bldg. #10); take down & remove cherry tree w/ stump in rear of bldg. Backfill hole w/ soil as need, then see & straw. (Bldg. #15).

**Resolution #95, 9/17/19**

To accept the **McFall & Berry Proposal #T19402AA** and approve payment in the amount of \$300.00, to take down & remove weeping cherry tree w/ stump @ the corner of Interlachen Dr. & Forest Edge Dr. Backfill hole as needed w/ soil then seed & apply curlex. (Bldg. #14); Take down & remove crape myrtle tree w/ stump @ Interlachen Dr. Backfill hole as needed then seed & apply curlex. (Bldg. #17).

**Resolution #96, 9/17/19**

9. Unfinished Business –

- A. #16-2A Violation of Storage Rules – Upon motion duly made, the Board agreed,

To begin an official violation correspondence to the unit owner of #16-2A, concerning the violation of the Mutual storage rules.

**Resolution #97, 9/17/19**

- B. Reese Broome Services – Upon motion duly made, the Board agreed,

To proceed with Rees Broome services for currently engaged matters, with the inclusion of determining whether to continue with the existing attorney or seeking new counsel.

**Resolution #98, 9/17/19**

10. **New Business** –

- A. **2020 Budget** – Mr. Bambach presented the proposed 2020 budget as distributed. All questions and comments were responded to by Mr. Bambach. Upon motion duly made, the Board agreed,

To mail out the proposed 2020 budget for the 30-day review of the membership.

**Resolution #99, 9/17/19**

Upon motion duly made, the Board agreed,

To include the CCOC Annual Notice, the Annual insurance deductible notice, and the Annual Mutual Meeting Notice with the mailing of the proposed 2020 budget.

**Resolution #100, 9/17/19**

Upon motion duly made, the Board agreed,

To include a budget line item for professional consulting.

**Resolution #101, 9/17/19**

Upon motion duly made, the Board agreed,

To meet with the Budget Committee quarterly to review expense v. budget entries, the second Monday of the following months, November 2019, January 2020, April 2020, and July 2020.

**Resolution #102, 9/17/19**

Upon motion duly made, the Board agreed,

To authorize the correction of ledger entries as presented by the Mutual Treasurer.

**Resolution #103, 9/17/19**

- B. **Ratify Approval of McKenzie Engineering Agreement**– Upon motion duly made, the Board agreed,

To ratify the approval McKenzie Engineering Proposal and payment in the amount of \$900.00, for consulting structural engineering services regarding the deteriorating balcony located at 15-#1F.

**Resolution #104, 9/17/19**

- C. Ratify Approval of LWMC Physical Properties Smoke Detector Proposal – Upon motion duly made, the Board agreed,

To ratify the approval of the LWMC Physical Properties Smoke Detector Proposal w/o 166135 (inv #161779 \$3,046.00) and approve payment in the amount of \$42.00 per hard wired smoke detector and \$20.00 per smoke detector battery.

**Resolution #105, 9/17/19**

- D. LWMC Invoice #160504 (\$76.18) – Request for Mutual Responsibility – Upon motion duly made, the Board agreed,

To deny the unit owner's request to assume mutual responsibility of LWMC Invoice #160504 (refer to Mutual Who Pay's List).

**Resolution #106, 9/17/19**

- E. Application to Join LWCC Advisory Committee – Upon motion duly made, the Board agreed,

To review and approve all Advisory Committee Applications by the deadline date of October 10<sup>th</sup>.

**Resolution #107, 9/17/19**

- F. Bldg. #15-2G Pending Request for Balcony Exception – Ruth Hunter, passing the Chair to Vice President Bobbie Palmer, presented the Board with George Gerber's Professional Engineering report and recommendations received after his inspection of her balcony at unit #15-2G and unit #13-1C. This report puts into question which PE report (McKenzie or Gerber) to follow. To reassure members that the Board has done their due diligence, the Board agreed to authorize Ronny Cabrera to go to Montgomery County to find a professional engineer that specializes as a structural engineer to inspect the four balconies in question with the prior engineers appraisals in hand. In addition, Ronny will provide the recommendations to the Board and to not exceed \$3,000.00. Upon motion duly made, the Board agreed, with one abstention, Ms. O'Reilly,

To have a third structural engineer individually inspect the four balconies that are in question, with the inclusion of providing both structural engineer reports (McKenzie Engineering and George C. Gerber, P.E.) to the consultant.

**Resolution #108, 9/17/19**

- E. McKenzie Engineering Services Report – The McKenzie Engineering Report concerning the demolition of six balconies was provided for the membership’s review.
11. LWCC Advisory Committee –
- A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.
  - B. Security & Transportation – Ms. Carona presented the S&T report as distributed.
  - C. Other Advisory Committees – None at this time.
12. Open Forum – All questions and comments were responded to by the Board.
13. Next Meeting – Tuesday, October 15, 2019 at 9:30 a.m. in the Sullivan Room
14. Adjournment – The meeting adjourned at 12:45 p.m.

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Roger Blacklow, Secretary