

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, FEBRUARY 18, 2020

**Resolution #193-204**

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, February 18, 2020 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;  
Roger Blacklow, Secretary; Kathy Viney, Acting Treasurer;  
Jane Carona, Director; Beth Leanza, Director; Leona O’Reilly, Director

DIRECTORS ABSENT: Laura Wiltz, Treasurer

MANAGEMENT: Melissa Pelaez, Assistant General Manager of Mutual Services  
Alicia Drummond, Administrative Assistant-Mutual Services  
Ronny Cabrera, Diversified Solutions- M14 Project Manager

VISITORS: Carol Ames, Jackie Butler, Jessie Fitzpatrick, Annie Holmes,  
Muriel Killerlain, Ron Krams, Mary Lamb, Gary Leber, Cathy Madden,  
Jackie Rabinow, Lynelle Simpson, Mary Vaughn, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager’s Report – Ms. Pelaez presented the General Manager’s report for the month of February 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes of January 21, 2020 Regular Board Meeting – The December 17, 2019 Regular Board Meeting minutes were approved as presented.
5. President’s Report –
  - A. Vote for Closed Meeting – the MD Condo Act, § 11-109.1. (a) (1) – Upon motion duly made, the Board unanimously agreed, (Roger Blacklow, Jane Carona, Ruth Hunter, Beth Leanza, Leona O’Reilly, and Bobbie Palmer),

Per the MD Condo Act, § 11-109.1. (a) (1), to hold a closed meeting following the adjournment of the Mutual 14 February 2020 Regular Board Meeting, due to a homeowner’s request.

**Resolution #193, 2/18/2020**

- B. Vote for Closed Meeting – the MD Condo Act, § 11-109.1. (a) (8) – Upon motion duly made, the Board unanimously agreed, (Roger Blacklow, Jane Carona, Ruth Hunter, Beth Leanza, Leona O’Reilly, and Bobbie Palmer),

Per the MD Condo Act, § 11-109.1. (a) (8), to hold a closed meeting following the adjournment of the Mutual 14 February 2020 Regular Board Meeting, due to a contractual matter.

**Resolution #194, 2/18/2020**

6. Reports – Officers/Committee Chairs –

- A. Secretary’s Report – Mr. Blacklow reported that Kathy Viney is no longer the Building #10 Rep. He stated that Jessie Fitzpatrick in building #10 has volunteered for the position, with the assistance of Jackie Butler. In addition, Jackie Rabinow will be a building #13 alternate. Upon motion duly made, the Board agreed,

To appoint Jessie Fitzpatrick as the Building #10 representative, with the inclusion of Jackie Butler as the building #10 alternate and Jackie Rabinow as the building #13 alternate.

**Resolution #194a, 2/18/2020**

- (1) Unit Status Report – The unit status report was presented as distributed to the membership.

- B. Treasurer’s Report – Ms. Viney presented the invoices for the month of February 2020.

- (1) Invoice(s) under \$1,000.00 – To approve payment of the following invoice(s) **under \$1,000.00**, with the exception of invoice LWMC #167814 (\$47.00), “Work performed: Repaired strike plate on door in trash room. (Bldg. #10) 11/29/19”

1	\$206.00	GL Code: 620300- 10007	<b><u>LWMC Physical Properties Invoice #171279</u></b> – Work performed: Tested emergency lights in bldg. 10-17. All lights are working in all buildings. 1/15/2020
2	\$47.00	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #167814</u></b> – Work performed: Repaired strike plate on door in trash room. (Bldg. #10) 11/29/19

3	\$202.00	GL Code: 611900- 100001	<b>LWMC Physical Properties Invoice #171555</b> – Time spent for Mutual 14 CCOC hearing. 1/22/2020
4	\$59.55	GL Code: 621700	<b>LWMC Physical Properties Invoice #172161</b> – Work performed: Replaced smoke detector, it was older than 10 years. 15100 Glade Dr. #11-1C (Brown)
5	\$636.00	GL Code: 611900- 100001	<b>Rees Broome #1153602</b> – RE:00001 Collections; RE:000002 Layman for professional services rendered through January 31, 2020. 1/31/2020
6	\$84.80	GL Code: 620200- 100006	<b>Pet Waste Eliminator</b> – Pet waste eliminator bags 200/roll, 100% recycled. *Shipment 5 of 6* 2/3/2020
7	\$595.00	GL Code: 612500	<b>Scott Schumaker</b> – 12 hours prepaid time for web design, consulting, and editing. (Non-expiring) 2/12/2020

**Resolution #195, 2/18/2020**

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

To approve payment of the following invoice(s) over \$1,000.00:

1	\$1,385.00	GL Code: 611500	<b>Gross Mendelson Invoice #374026</b> – Progress billing in connection with the audit of the financial statements ad related tax return preparation for the year ended December 31, 2019. 2/5/2020
2	\$2,500.00	GL Code: 612000	<b>Diversified Solutions, Corp. Invoice #1004</b> – Project and property maintenance management, construction related consulting and solutions. (February) 2/10/2020
3	\$2,500.00	GL Code: 612000	<b>Diversified Solutions, Corp. Invoice #1005</b> – Project and property maintenance management, construction related consulting and solutions. (January) 2/20/2020
4	\$3,345.00	GL Code: 621100- 100018	<b>Dynalectric Invoice #31442</b> – Annual Fire Alarm Test 12/26/29

**Resolution #196, 2/18/2020**

(2) Reimbursement(s) – Upon motion duly made, the Board agreed,

To reimburse Ruth Hunter, in the amount of \$23.46, for the purchase of the parts to hang the bulletin boards. GL Code:620200-100006

**Resolution #197, 2/18/2020**

To reimburse Kathy Viney, in the amount of \$346.19, for the purchase of numbers & letters, for the carport spaces. GL Code:620200-100006

**Resolution #198, 2/18/2020**

C. Property Maintenance Committee –

(1) PMC Minutes – Ms. Viney presented the Property Maintenance Committee Minutes as distributed for the memberships review.

(i) Authorization/ Reimbursement to Kathy Viney – Lighting Materials – Upon motion duly made, the Board agreed,

To authorize Kathy Viney to purchase 8 light panels and aluminum support bars for the elevator ceiling at a total cost not to exceed \$350.00, and to reimburse her on presentation of invoices.

**Resolution #199, 2/18/2020**

(ii) JustDoors & Hardware Invoice #1275 – PPD Request for Reimbursement – Mutual 14 approved payment (Resolution #179, 1/21/2020) to Just Doors & Hardware (Invoice #1275) in the amount of \$315.00 for repairs to trash room door strike plates. Upon motion duly made, the Board agreed,

To request reimbursement from the Physical Properties Dept. for “the cost of repairs to trash room door strike plates damaged by the LW trash collection crew,” in the amount of \$315.00. Kathy Viney agreed to write the letter to PPD with an explanation.

**Resolution #200, 2/18/2020**

D. Social Committee – There is no report at this time.

E. Landscape Committee – There is no report at this time.

7. Unfinished Business –

A. Balconies – Mr. Cabrera met with the structural engineer firm and received a proposal for \$3,000.00 but stated that an approval of an additional \$200.00 is required concerning the balcony enclosures. Upon motion duly made, the Board agreed,

To approve the structural engineer proposal and payment (\$3,000.00), received by Mr. Cabrera and to approve payment for an additional \$200.00, concerning the balcony enclosures.

**Resolution #201, 2/18/2020**

- B. Proposed Rule – Balcony Standards – The proposed rule concerning balcony standards will be included in next month’s Board packet. The comment period for the proposed rule will remain open to the membership.

8. New Business –

- A. Bldg. #15-1A – Upon motion duly made, the Board agreed,

To rescind **Resolution #187, 1/21/2020**, “to place a lien on the property #15-1A, for the current charges that are applicable during the time of enforcing the lien.”

**Resolution #202, 2/18/2020**

- B. CCOC Complaint – Upon motion duly made, the Board agreed,

That Mutual 14 will not seek legal counsel concerning the current CCOC Complaint.

**Resolution #203, 2/18/2020**

- C. Layman Property – Upon motion duly made, the Board agreed,

As account #14159 (B16-#2C) continues to be delinquent in the payment of assessments, in accordance with the Mutual 14 Collection Policy and Bylaws the Board agrees to accelerate the assessments for 2020 and initiate lien proceedings for the full amount due.

**Resolution #204, 2/18/2020**

- D. LWMC 2020 Management & Operating Agreement – Deferred for further discussion.

9. LWCC Advisory Committee(s) –

- A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.

- B. Security & Transportation – There is no report at this time.

- C. Other Advisory Committees – None at this time.

- 10. Correspondence – A letter addressed to the M14 Board was provided by Annie Holmes, concerning a noise complaint for her neighbor. Ms. Hunter confirmed that the Board will send a letter to the resident and that a copy will be provided to Ms. Holmes.

- 11. Open Forum – All questions and comments were responded to by the Board.

12. Announcement of Closed Session(s) – Ms. Hunter announced the closed session(s) following the adjournment of the Regular Board meeting.
13. Next Meeting – Tuesday, March 17, 2020 at 9:30 a.m. in the Sullivan Room
14. Adjournment – The meeting adjourned at 11:04 a.m.

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Roger Blacklow, Secretary