

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, MARCH 17, 2020

Resolution #205-215

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 via teleconference call (425-436-6331; Access Code: 891183) on Tuesday, March 17, 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: Jennifer Quinteros, Administrative Assistant-Mutual Services
Ronny Cabrera, Diversified Solutions- M14 Project Manager

VISITORS: Carol Ames, Donald Bonn, Harold Crisp, Jessie Fitzpatrick,
Maxine Hooker, Gary Leber, Loretta Neely, Cathy Madden,
Chris Matthews, Jackie Rabinow, Mary Vaughn, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:31 a.m.
2. General Manager’s Report – The General Manager’s report was distributed for the Board’s review. Ms. Hunter mentioned that residents may request a copy of the General Manager’s report by contacting the Administrative Assistant-Mutual Services.
3. Adoption of Agenda – The agenda was approved as amended (Add 8.B. *Resident Correspondence*).
4. Approval of Minutes of February 18, 2020 Regular Board Meeting – The February 18, 2020 Regular Board Meeting minutes were approved as presented.
 - A. Approval of Closed Meeting Minutes of February 18, 2020 – the MD Condo Act, § 11-109.1. (a) (1) – The February 18, 2020 Closed Meeting minutes were approved as distributed for the Board’s review.
 - B. Approval of Closed Meeting Minutes of February 18, 2020 – the MD Condo Act, § 11-109.1. (a) (8) – The February 18, 2020 Closed Meeting minutes were approved as

distributed for the Board's review.

5. President's Report – There is no report at this time.

6. Reports – Officers/Committee Chairs –

A. Secretary's Report –

(1) Cancelation of all Future Board & Committee Meetings until further Notice – Upon motion duly made, the Board agreed, with two abstentions (Jane Carona and Leona O'Reilly)

That future meetings of the M-14 Board and any of its subsidiary committees, subcommittees or special groups be held via conference call or other electronic means are suspended until further notice. If the chair and participants determine they need to hold a meeting, method will be decided by the committee. Also, that adequate notice will be given whenever possible. This resolution will be in effect during the current health crisis. The Mutual will adhere to CCOC advice on the matter.

Resolution #205, 3/17/2020

B. Treasurer's Report – Ms. Viney presented the invoices for the month of March 2020.

(1) Diversified Solutions Corp – Upon motion duly made, the Board agreed,

To approve the contract with Ronny Cabrera dba Diversified Solutions Corp. for property maintenance management services for the calendar year 2020, and to approve the payment of \$2,500.00 to be paid monthly upon presentation & approval of invoices, from the Property Management Budget. (GL CODE: 612000).

Resolution #206, 3/17/2020

(2) PPD Invoice #167814 in the amount of \$47.00 – Upon motion duly made, the Board agreed,

Mutual 14 will not pay for the repair of LWMC Physical Properties Invoice #167814, in the amount of \$47.00, due to the damage being caused by the Physical Properties trash collection crew.

1	\$47.00	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #167814</u> – Work performed: Repaired strike plate on door in trash room. (Bldg. #10) 11/29/19
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Resolution #207, 3/17/2020

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

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

1	\$206.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #173635</u> – Work performed: Tested emergency lights in buildings 10-17. Lights are working fine in the buildings. 2/27/20
2	\$156.54	GL Code: 611900- 100001	<u>Rees Broome PC Invoice #1157610</u> – RE:00001 Collections; RE:000002 Layman; RE:000007 Hooker; RE:000008 Martinez; for professional services rendered through February 29, 2020. 2/29/2020
3	\$95.40	GL Code: 612500	<u>Tiger Technologies Invoice #550874</u> – mutual- 14.org: Silver Hosting (10 GB disk space) domain name renewal; website hosting; email hosting. 3/14/2020-3/13/2021. 3/2/2020
4	\$604.88	GL Code: 621100- 100018	<u>Dynalectric Invoice #32124</u> – Picked up replacement fire alarm bell and replaced failed bell in building 17 on 2 nd floor, right side as noted on annual report from 12/26/19. Bldg. 15: 3500 Forest Edge Dr. 3/3/2020

Resolution #208, 3/17/2020

(4) 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	\$2,241.00	GL Code: 621100- 100018	<u>Dynalectric Invoice #31914</u> – Annual Fire Alarm monitoring 1/1/20 – 12/31/20. 2/4/2020 (Agreement 42)
2	\$3,345.00	GL Code: 621100- 100018	<u>Dynalectric Invoice #31442</u> – Annual Fire Alarm test 1/1/19 – 12/31/19. 12/26/2019 (Incorrectly billed to PPD) (Agreement)
3	\$2,500.00	GL Code: 612000	<u>Diversified Solutions, Corp. Invoice #1006</u> – Month of March/ Project and property maintenance management, construction related consulting and solutions. 3/11/2020

Resolution #209, 3/17/2020

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

To reimburse Kathy Viney, in the amount of \$358.33, for the purchase of the white acrylic egg crate light lens, bar flat aluminum plate, and Mill Aluminum Tee angle bar. GL Code:620200-100006

Resolution #210, 3/17/2020

C. Property Maintenance Committee –

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

(2) ABM – 15115 Vantage Hill Rd. #4A – Edwards/Andrews – Upon motion duly made, the Board agreed,

To accept the application for building modification request from the unit owner at 15115 Vantage Hill Rd. #4A (Edwards/Andrews) to replace the windows throughout the unit. All work is to be completed by American Home Center as stated in the application.

Resolution #211, 3/17/2020

D. Social Committee – Ms. Viney reported the Taco social event scheduled for April 2020, is canceled.

E. Landscape Committee – Upon motion duly made, the Board agreed,

To accept the McFall & Berry proposal #19524AA for a crab grass control application, and to approve payment of the invoice not to exceed \$2,650.00, from the Landscape budget. (GL CODE: 621400-100002)

Resolution #212, 3/17/2020

7. Unfinished Business –

A. Balconies – The structural engineer’s Balcony Inspection Report was distributed for the Board’s review, for informational purposes only. Ms. Viney stated that she will contact the property maintenance committee members to determine if they would like to attend the April PMC Meeting, to discuss the balcony enclosures and to provide recommendations to the Mutual 14 Board of Directors.

B. LWMC 2020 Management & Operating Agreement – Ms. Hunter reported that the 2020 Management & Operating agreement has not been approved by the Mutual 14 Board of Directors. The Board is currently awaiting an update from Mr. Flannery.

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

The unit owner of #15-1A failed to request a hearing on the age violation currently in progress. The Board will serve written notice to the unit owner of #3500 Forest Edge Dr. #15-1A, on April 1, 2020, with the Board's intent to file a complaint with the Montgomery County CCOC on April 16, 2020, for failing to come into compliance with the allotted time frame provided. In addition, to approve payment for the \$50.00 filing fee to CCOC or to approve reimbursement payment in the amount of \$50.00 to a M14 director for the CCOC filing fee.

Resolution #213, 3/17/2020

8. New Business –

A. Electronic Communication with Owners – Upon motion duly made, the Board agreed,

In accordance with the Maryland Condominium Act Section 11-139.1 Electronic Transmissions of Notice and the Mutual 14 Bylaw's, the Board of Directors approves the delivery of official notices of meetings and other mutual information to residents by electronic transmission.

1. Electronic transmission in lieu of communications delivered by hand or USPS must be authorized in writing by individual residents.
 - (a) An authorizing document will be mailed by USPS to all current residents.
 - (b) An Authorizing document will be included with all future sales packets.
2. This approval does not include transmission of ballots and proxies.

Resolution #214, 3/17/2020

B. Resident Correspondence – The resident of 3510 Forest Edge Dr 3E. was concerned with the privacy of posting the unit numbers in the mutual parking spaces. Upon motion duly made, the Board agreed,

Residents who do not wish to have their unit information published in their designated parking space may submit the request to Kathy Viney.

Resolution #215, 3/17/2020

9. LWCC Advisory Committee(s) –

- A. Education & Recreation – There is no report at this time.
- B. Security & Transportation – There is no report at this time.
- C. Other Advisory Committees – None at this time.

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

11. Next Meeting – To be announced.

12. Adjournment – The meeting adjourned at 10:46 a.m.

Roger Blacklow, Secretary