

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, OCTOBER 20, 2020

**Resolution #300-#320**

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 Zoom: 301-715-8592; (847-6506-6121; Access Code: 032077) on Tuesday, October 20, 2020 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;  
Kathy Viney, Secretary; Laura Wiltz, Treasurer;  
Roger Blacklow, Director; Jane Carona, Director; Gary Leber, Director

MANAGEMENT: Ronny Cabrera, Diversified Solutions- M14 Property Maintenance Mgr.  
Melissa Pelaez, Assistant General Manager of Mutual Services  
Alexa Cuque, Administrative Assistant- Mutual Services  
Jennifer Quinteros, Former Administrative Assistant-Mutual Services

VISITORS: Carol Ames, Julie Gibbons, Beth Leanza, Catherine  
Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor, Jessie Fitzpatrick,  
Geneva Foster, Ron Krams, Donald Pruett, Cindy Wright, Mary Vaughan,  
Annette Loveday, Maureen DeSousa and Donald and Jody Bonn.

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 October 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. 6.D.4) *Cindy Wright Request*, and 9. A.) *Add Kathy Viney Advisory Application*.
4. Approval of Minutes of September 15, 2020 Regular Board Meeting – Upon motion duly made, the Board agreed,

To approve the September 15, 2020 Regular Board Meeting minutes by amending Resolution #290, rescinding authorization to reclassify Schindler invoices for \$660.37 and \$326.87.

**Resolution #300, 10/20/2020**

5. Approval of September 15, 2020 Closed Meeting Minutes-CCOC Hearing- The September 15, 2020 Closed Meeting Minutes were approved as presented.

6. President's Report -

- A. Announcement of PMC Meeting Nov. 5<sup>th</sup>, 2020 at 10AM- Upon motion duly made, the Board agreed,

To hold the PMC meeting on November 5<sup>th</sup>, 2020 at 10AM to discuss various property maintenance issues.

**Resolution #301, 10/20/2020**

- B. Vote to Hold a Closed meeting Nov. 9<sup>th</sup>, 2020 at 10AM- Upon motion duly made, the Board agreed,

To approve to hold a closed meeting on November 9<sup>th</sup>, 2020 at 10AM pursuant to section 11-109.1 A6 in order to consider the terms and conditions of a business transaction in the negotiation stage.

**Resolution #302, 10/20/2020**

7. Reports - Officers/Committee Chairs -

A. Secretary's Report

- (1) Building Representative's Report - The building representative report was presented as distributed for the Board's review.
- (2) Unit Status Report - The unit status report was presented as distributed for the Board's review.

B. Treasurer's Report - Ms. Wiltz presented the invoices for the month of October 2020.

- (1) 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	\$27.56	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #182613-</u></b> Bldg. #10- for replacing bulb in carport near the storage unit 21. Replaced the ballast because new light bulbs were still not working on 10/07/2020. (Charged for materials only)
2	\$33.58	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #182612-</u></b> Emergency lights for the month of February 2019- replaced one light on 10/07/2020. (Charged for material only).

3	\$39.50	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #177476-</u></b> Closed the hatch at 15111 Glade Dr. by unit 3G on 06/23/2020.
4	\$47.00	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #181266-</u></b> Furnco on 1 ½ condensate line was disconnected and there was debris on the line. Ran a garden hose down the line. Line was clear. Reconnected furnco. 09/15/2020.
5	\$55.38	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #181115-</u></b> Per Ruth Hunter- Bldg #15- 3500 Forest Edge Dr- outlets inmechanical room on "A" side not working. Replaced 15 amp breaker in panel box and reset gfci outlets and tested circuits. 09/11/2020
6	\$59.25	GL Code: 621600	<b><u>LWMC Physical Properties Invoice #177520-</u></b> Per Ronny Cabrera- checked gutters and downspouts- cleared downspout by front door at unit #5-A. 06/24/2020.
7	\$99.00	GL Code: 621800	<b><u>LWMC Physical Properties Invoice #181643-</u></b> Cleaned and caulked walkway in bldg. #12. 09/23/2020.
8	\$118.79	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #180298-</u></b> Installed a new transition strip in bldg. #12. 08/24/2020.
9	\$128.65	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #182352-</u></b> Per Ronny Cabrera- Bldg. #14- 3501 Forest Edge Dr. carport near space #20- removed the old ballast and the old tube. New ballast was installed and LED tube- everything works well. 09/30/2020.
10	\$128.75	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #181814-</u></b> Per Ronny Cabrera- Bldg. #14- 3501 Forest Edge Dr. Pulled out panel cover and checked all breakers that were tripped and/or OFF. Found two breakers that are defective but no need to replace them at this time. 09/24/2020.
11	\$181.46	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #181109-</u></b> Per Ronny Cabrera- Bldg. #15- 3500 Forest Edge Dr- checked common area lights. Replaced fluorescent tubes in 3 fixtures and ballast in one fixture. 09/11/2020.

12	\$183.25	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #181108-</u></b> Bldgs. #10-#17 tested emergency lights for the month of September 2020- all found okay. 09/11/2020.
13	\$206.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #177660-</u></b> Bldg. #12 had a burnt out light bulb by 3A. All other emergency lights are working. 06/25/2020.
14	\$206.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #179236-</u></b> Tested emergency lights in bldgs. #10-#17- all lights are working in all buildings. Bldg. #11 there is a bulb hanging by wires. 07/30/2020.
15	\$206.00	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #175832-</u></b> Tested emergency lights in bldgs. #10-#17. Lights are working in all buildings. 04/28/2020.
16	\$216.25	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #179639-</u></b> Per Ruther Hunter- Cut a hole in the bedroom wall and replaced bibb in unit #15-1C. 08/06/2020.
17	\$247.16	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #179471-</u></b> Installed new rubber transition at each side entrance on bldg. #17. 07/31/2020.
18	\$628.18	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #181644-</u></b> Could no repair the water line because it is behind the return for the furnace need two people to fish a new line in. Replaced ½ water line for rear hose bibb as it had frozen and split behind furnace. Added a drain on the line for winterizing. 09/23/2020.
19	\$797.98	GL Code: 621100- 100018	<b><u>LWMC Physical Properties Invoice #182210-</u></b> Repaired extinguisher boxes and hinges on each floor ( 2 per floor) and repaired box latches. Handle missing on 1 extinguisher box so replace it. 09/30/2020.
20	\$93.92	GL Code: 620900	<b><u>Orkin Invoice #196472093-</u></b> For the monthly service at 15111 Glade Dr. 06/15/2020.
21	\$93.93	GL Code: 620900	<b><u>Orkin Invoice #196649500-</u></b> For the monthly service at 15111 Glade Dr. 07/20/2020.

22	\$93.93	GL Code: 620900	<b><u>Orkin Invoice #197092393-</u></b> For the monthly service at 15111 Glade Dr. 08/17/2020.
23	\$378.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN207533</u></b> – Watering per attached – 8/4; 8/11; 8/17. 9/24/2020
24	\$650.00	GL Code: 621400- 100002	<b><u>McFall &amp; Berry Invoice #IN207502-</u></b> Tree maintenance per attached at NLW BLVD & Interlachen Dr. 09/17/2020.
25	\$84.80	GL Code: 620200- 100006	<b><u>Great American Business Products Invoice #42957048-</u></b> – Pet waste eliminator bags. 200/RL, Part Recycled material. *Shipment 3 of 6* 10/01/2020._
26	\$150.00	GL Code: 621600	<b><u>JJ&amp;M Construction Solutions LLC Invoice #1908-</u></b> Repaired rotted rafter tail at bldg. #15. 09/16/2020.

**Resolution #303, 10/20/2020**

(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	\$1,137.47	GL Code: 690000- 110014	<b><u>Palmer Brothers Invoice #95370</u></b> – Billing for the preparation and painting various locations as per discussion and walk through with Ruth Hunter. T&M as per contract. On 9/22/2020- 6 hours; on 9/23/2020- 5 hours; on 9/25/2020- 6 hours; 9/28/2020- on 4 hours, for a total of 21 hours at \$45.00/hr. 9/29/2020
2	\$3,345.00	GL Code: 621100- 100018	<b><u>Dynalectric Invoice #35020-</u></b> For annual fire alarm test including tamper/flow switch. 09/21/2020

**Resolution #304 , 10/20/2020**

(3) PAID J&M Construction Invoice Review- Upon motion duly made, the Board agreed,

To pay the remaining balance of \$705.46 per the crossed out amount on the invoice #1914.

**Resolution #305, 10/20/2020**

- (4) Ratification of Action Without a Meeting to Mail Proposed Budget- Upon motion duly made, the Board agreed,

To approve the presented AWM to mail the proposed 2021 budget to all unit owners for any revisions within a 30-day period before finalizing the 2021 budget.

**Resolution #306 , 10/20/2020**

- (5) Proposed to Reclassify Palmer Bros. \$320.00 Invoice- Upon motion duly made, the Board agreed,

To authorize Accounting to reclassify the Palmer Brothers Invoice #95223 for \$320 from GL621800 [Streets/walks] to GL 620200-100006 [Gen'l Maintenance].

**Resolution #307, 10/20/2020**

- (6) Christmas Spending- Upon motion duly made and seconded, the Board agreed,

To authorize Bobbie Palmer and Julie Gibbons to get Christmas decorations for the Mutual, cost not to exceed \$300.00. Reimbursement is approved on presentation of receipt.

**Resolution #308, 10/20/2020**

Upon motion duly made, the Board agreed,

To authorize Kathy Viney for business courtesies not to exceed \$225.00. Reimbursement is approved on presentation of receipt.

**Resolution #309, 10/20/2020**

- C. Budget Committee Meeting Minutes- The budget committee meeting minutes were presented as distributed for the Board's review.

- D. Property Maintenance Report-

- (1) Building 15 Damage Proposal- Upon motion duly made, the Board agreed,

To approve the J&M proposal for \$300.00 to fix the damage in building 15 and to approve payment upon completion of work.

**Resolution #310, 10/20/2020**

**Resident Issues:**

- (1) Mr. Bonn- PPD Invoice- Mr. Bonn presented the PPD invoice in the amount of \$103.00 for unclogging the kitchen sink. The Board made a motion to pay for the presented PPD invoice; Ms. Wiltz and Ms. Hunter both abstained; Ms. Corona approved; and Ms. Viney, Mr. Leber, Mr. Blacklow and Ms. Palmer all opposed. Motion failed.

- (2) Mr. Reilly- PPD Invoice- Mr. Reilly presented the PPD invoice in the amount of \$198.00 for unclogging a blockage in the kitchen sink. Upon motion duly made, the Board agreed, Director, Viney recused.

To request PPD to credit resident invoice #175965 in the amount of \$198.50 for running a 50ft of cable 5/8" down kitchen drain and unclogging blockage and to charge to the Mutual as an MType and approve payment upon receipt.

**Resolution #311, 10/20/2020**

- (3) B10-2B Electrical Issues- Upon motion duly made, the Board agreed,

The Board agrees to contact the owner of 15101 Glade Drive [B10] Apt. #2B with regards to electrical issues reported by their tenants [constant tripping of circuits, sparking of outlets throughout the unit], advising them that the issues have been reported to Montgomery County Code Enforcement, and to require that they take the following actions:

- 1) Hire a *licensed* electrician to complete an inspection of the electrical systems in the unit,
- 2) Make repairs in accordance with that inspection, and
- 3) Report to the Mutual Board of Directors, in writing, the extent of those repairs.

If the owner does not have an inspection and repairs completed within 10 business day the Board may undertake those actions, in the interests of the general welfare and under the authority of the *Mutual 14 Bylaws, Article XIV, Section 1(g)*, and charge all costs to the unit owner.

**Resolution #312, 10/20/2020**

- (4) Cindy Wright- Request- Upon motion duly made, the Board agreed,

To approve a 5x8 cargo trailer to be parked in her driveway for two months as of today with the possibility of requesting an extra month at the December meeting if work is not completed by the time frame given.

**Resolution #313, 10/20/2020**

**Mr. Cabrera Reports:**

- (1) Mutual 14 October Report- The Mutual 14 October report was presented as distributed for the Board's review.
- (2) Backflow Preventers- Mr. Cabrera presented the proposal to be considered for 2021.
- (3) Stack Vent Cleaning- Mr. Cabrera presented the proposal to be considered for 2021.
- (4) Dynalectric InfraRed Scanning Proposal #0520-0913- Mr. Cabrera reported that the County has deemed that preventative maintenance service must be conducted every five years. According to Dynalectric Mutual 14 last conducted one in 2016.

- (5) Dynalectric Preventative Maintenance Proposal #0520-0929- The proposal will be discussed in the December meeting and Mr. Cabrera suggested these two proposals from Dynalectric to be considered every five years into the Mutual's budget.
- (6) M. Taylor Enterprise Proposal- Upon motion duly made, the Board agreed,

To approve the M. Taylor Enterprise proposal of \$1,450.00 for supplying labor, materials and removal of related debris associated with the replacement of sidewalk/garage slab and to redo the downspout with pvc pipe to run under sidewalk at 6 Vantage Hill Court and pay invoice upon completion with approval by the President, Treasurer and Ronny Cabrera.

**Resolution #314, 10/20/2020**

- (7) Palmer Bothers Proposal- Building Painting Project 2021- Mr. Cabrera will present the project with further information and will answer all questions at the property maintenance meeting on November 5<sup>th</sup>.
- (8) Building Lobby Lights Proposal and Sylvania- Mount Light- Upon motion duly made, the Board agreed,

To approve the PPD proposal of \$609.00 to replace three light fixtures in the lobby of building 14.

**Resolution #315, 10/20/2020**

- (9) EZ Traps- Mr. Cabrera is waiting on some number figures for a proposal and will be discussing this topic at the November 5<sup>th</sup> meeting.
- (10) Inspection Report- The report will be included in the November 5<sup>th</sup> meeting since Mr. Cabrera will update and add some more information to the report.
- (11) Concrete Projects- Communication has been made with H&H about the upcoming 2020-2021 projects and a walkthrough will be arranged for accurate measurements.

E. Landscape Committee -

- (1) Ms. O'Reilly Correspondence- Ms. O'Reilly asked the Board to consider taking down the tree outside 2 Vantage Hill Court and plant a new tree to take its place. Upon motion duly made, the Board agreed, Director, Viney recused and Director, Wiltz abstained.

To postpone until Spring (March 2021) to take another look and decide the appropriate action for the tree outside 2 Vantage Hill Court.

**Resolution #316, 10/20/2020**

- (2) Ms. Leanza Correspondence and Proposal for Garden Maintenance at B12-1B- Ms. Leanza objects to the Landscape findings regarding her planting beds. Upon motion duly made, the Board agreed, Director, Wiltz abstaining, Director, Viney recused.

To allow the unit owner until November 17, 2020 to affect the work [ i.e. remove all plant material, prep for & sow grass seed in the area in front of the patio at B12-#1B].

**Resolution #317, 10/20/2020**

(3) B16-1E Proposal for Garden Maintenance- Upon motion duly made, the Board agreed,

To the removal of shrubs and the prep and sowing of lawn seed in front of the patio at **B16-1E**. The Board agrees to reimburse Kathy Viney in the amount of \$275.00, on presentation of a receipt, for this service [GL 620200-100006] and to charge that amount to the unit's account. **[The unit owner has agreed to reimburse the mutual]**

**Resolution #318, 10/20/2020**

8. Unfinished Business – None at this time.

9. New Business – None at this time.

10. LWCC Advisory Committee(s) –

A. Approving Nominations for Advisory Committees- Upon motion duly made, the Board agreed,

To approve the presented advisory applications for 2021.

**Resolution #319, 10/20/2020**

B. Education & Recreation- No report at this time.

C. Security & Transportation – The report was presented as distributed for the Board's review.

D. Other Advisory Committees – None at this time.

11. Correspondence –

A. Mr. Bolin's Request- Ms. Hunter updated the Board that the work has been completed to Mr. Bolin's balcony. Upon motion duly made, the Board agreed, Director Viney opposed.

To reimburse Mr. Bolin \$3,000.00 for the completed work performed on his balcony.

**Resolution #320, 10/20/2020**

12. Open Forum – None at this time.

13. Next Meeting – Tuesday, November 17, 2020 at 9:30 a.m.

14. Adjournment – The meeting adjourned at 12:21 a.m.

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Kathy Viney, Secretary