

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, DECEMBER 15, 2020

Resolution #340-#355

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, December 15, 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

VISITORS: Cathy Madden, Hae-Sun Joon, Leona O'Reilly, Donald Pruett, Carol Ames, Euclid Coukouma, Sharman Dupree, Jackie Rabinow, Julie Gibbons, Cindy Wright, Earl Armstrong, Harold Crisp, Jim & Geneva Foster, Arvella Brown, Janise Bobo, Rick Kaiser, John Loveday, Carol Emel, Ron Krams, and Linda O'neil.

1. Call to order – Ms. Hunter called the meeting to order at 9:34 a.m.
2. General Manager's Report – Ms. Pelaez presented the General Manager's report for the month of December 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. 6.D.2) *Orkin Contract* and 6.D.4) *Schindler Contract*.
4. Approval of Minutes-
 - A. Approval of Minutes of November 17, 2020 Regular Board Meeting– The November 17, 2020 Regular Board Meeting minutes were approved as presented.
5. President's Report – Ms. Hunter extended her condolences to the families of Arthur Hooker, Roberta Roeder, and Ramon Martinez, who have recently passed away. She also gave a brief update on some information on the fire in Mutual 19B. The announcement of Mr. Roger Blacklow being the current LWCC Mutual Representative was made to the Board and membership present.
6. 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	\$84.80	GL Code: 620200- 100006	<u>PET WASTE ELIMINATOR #42975209</u> Pet waste eliminator bags 200/RL, Part Recycled material. Shipment 4 of 6. 12/01/2020
2	\$177.75	GL Code: 621600	<u>LWMC Physical Properties Invoice #184371</u> Inspected the ceiling on day one but it was dry. Went back on 2 nd day to the attic and found water leak on the mount roof at 3511 Forest Edge Dr. 17-3D. 11/12/2020
3	\$185.50	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #184889</u> Turned on heaters in the lobby and trash room of buildings 10-17 of mutual 14. 11/20/2020.
4	\$222.25	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #184447</u> Replaced light fixture on 2 nd floor lobby at 3500 Forest Edge Dr. 11/19/2020
5	\$609.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #184423</u> Replaced three first-floor lobby lights with Sylvania Edge-Lit panels with surface-mount kit-per proposal in Building 14. 11/16/2020.
6	\$336.00	GL Code: 621400- 100002	<u>McFall & Berry Invoice #IN208072</u> Watering of plants, shrubs, trees, sod, seed per proposal. 11/25/2020
7	\$593.64	GL Code: 620400- 100002	<u>Schindler Invoice #7153216681</u> Service Call on Elevator requested by Haley-Security. Customer reported elevator in service, intermittently not responding to second floor at 15121 Glade Dr. 11/17/2020.

8	\$965.00	GL Code: 611200	<u>DHCA-Montgomery County #INV202116484</u> Annual Registration Fee. 11/25/2020.
9	\$155.22	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #185202-</u> Replaced chain on bollards by Vantage Hill Drive on 12/01/2020.
10	\$198.50	GL Code: 621000- 100006	<u>LWMC Physical Properties Invoice #185214-</u> Ran 50ft cable 5/8" down kitchen drain. Unclogged blockage and water now drains through at 15121 Glade Dr. 13-1E. 12/01/2020.
11	\$393.00	GL Code: 611900- 100002	<u>Rees Broome, PC Invoice #1206269-</u> For the preparations and compiling collections and filing the foreclosure notice in paper on 11/30/2020.

Resolution #340, 12/15/2020

Upon motion duly made, the Board agreed,

To send the two Orkin invoices #208760674 and #208756333 to the unit owners for payments.

Resolution #341, 12/15/2020

(1) 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	\$3,229.81	GL Code: 6118000	<u>Insurance Claim-</u> Ice maker line was leaking water in cabinets at 3500 Forest Edge Dr. 15-3F on 3/20/2020. 11/23/2020.
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Resolution #342, 12/15/2020

Upon motion duly made, the board agreed,

To request reimbursement in the amount of \$3,229.81 from unit owner at 3500 Forest Edge Dr 15-3F (Bolin) for the service of water clean-up completed by A&A Restoration; Date of Occurrence: 03/20/2020.

Resolution #343, 12/15/2020

Upon motion duly made, the Board agreed,

To approve payment to any invoice received between December 15 and December 31, 2020 with the approval- by email- of both the President and Treasurer. A list of those invoices are to be attached to the minutes of the January 2021 Board meeting for ratification.

Resolution #344, 12/15/2020

(2) Viney- Reimbursement- Upon motion duly made, the Board agreed,

Pursuant to Resolution #309, 10/20/20 and the President's authorization, the Board agreed to reimburse Kathy Viney in the amount of \$395.41 for miscellaneous administrative expenses [GL612500].

Resolution #345, 12/15/2020

(3) Gibbons- Reimbursement- Upon motion duly made, the Board agreed,

Pursuant to Resolution #308, 10/20/20, the Board agreed to reimburse Julie Gibbons in the amount of \$51.80 for Christmas decorations. [GL612500]

Resolution #346, 12/15/2020

(4) Palmer Reimbursement- Upon motion duly made, the Board agreed,

Pursuant to Resolution #308, 10/20/20, the Board agreed to reimburse Bobbie Palmer in the amount of \$298.40 for Christmas decorations [GL612500]. Objections from Ms. Viney and Ms. Corona.

Resolution #347, 12/15/2020

C. Budget Committee- Upon motion duly made, the Board agreed,

To change the name of the "Maintenance Reserve" account to the "Painting Reserve" account, to be used exclusivity for the funding of mutual-wide painting projects.

Resolution #348, 12/15/2020

D. Property Maintenance Report-

(1) Palmer Bros. 2021-2025- Upon motion duly made, the Board agreed,

To accept Palmer Brothers' proposal #45012 dated October 7, 2020 and amended November 10, 2020 to paint three buildings [B10-12-13] in 2021 at a total cost of \$117,600.00 [40,000/building – 2% discount] and three buildings [B11-14-15] in 2022 at a total cost of \$120,540.00 [\$41,000/building – 2% discount], invoicing per building to be presented in accordance with terms of contracts: 1/3 down payment, 1/3 at 50% mark, and 1/3 with approval of mutual President and Treasurer at completion, funded from the Painting Reserves [GL690000-110014].

Resolution #349, 12/15/2020

(2) Orkin Contract- Upon motion duly made, the Board agreed,

To cancel the Orkin contract #25524136 for service at 15111 Glade Drive [B12] effective 12/31/2020.

Resolution #350, 12/15/2020

(3) Schindler Contract 2021-2025- Upon motion duly made, the Board agreed,

To approve the Schindler Elevator service contract for 2021-2025.

Resolution #351, 12/15/2020

Mr. Cabrera Reports-

(1) Mutual 14 December Report- Mr. Cabrera reported the work completed for December and stated the Mutual is in great shape.

(2) ABM- Mafinsky- Upon motion duly made and seconded, the Board agreed,

To conditionally approve Mr. Mafinsky's ABM form to replace the sliding glass windows at 3501 Forest Edge Way 14-1F until more information is submitted regarding the Certificate of Insurance from contractors.

Resolution #352, 12/15/2020

(3) ABM- Goldstein- Upon motion duly made, the Board agreed,

To conditionally approve Ms. Goldstein's ABM to replace the outside decorative shutter at 15127 Vantage Hill Road 6-6B pending the specifics of the color or color number is presented.

Resolution #353, 12/15/2020

(4) Truck in Driveway- Cindy Wright- Upon motion duly made, the Board agreed,

Pursuant to Resolution #313 dated 10/20/2020, the Board agrees to an extension of time, through February 16, 2021 for the builder's vehicle to park in the driveway of 15141 Vantage Hill Road.

Resolution #354, 12/15/2020

E. Landscape Committee- Ms. Viney reported that all the leaves have been blown out of the carports and the Mutual is in good standings until the Spring.

7. Unfinished Business –

A. Update on Layman Property- Ms. Hunter reported that she attended the auction and the unit sold for \$124K, becoming a self-sustaining unit.

8. New Business–
- A. Strategic Plan–
- New Administration Building- Ms. Hunter announced that all correspondence is welcomed with questions and information for the Strategic Planning, resale fee and the new administration building to be addressed by the LWCC.
- B. Smoke Free- The Board discussed the possibility of becoming a smoke free Mutual. Members present presented to the Board their opinions for and against this matter. The Board will add this topic to the Grapevine for feedback and will consider it at the next Board meeting.
9. LWCC Advisory Committee(s) –
- A. EPAC Committee- Mr. Pruett informed the Board and members of the Fire Safety Plan presentation by Jim Resnick on December 4th. Ms. Rabinow listed some topics that were discussed at this meeting:
- Exit plans
 - A go bag that includes: insurance papers, birth certificate and other important documents.
 - A "File of Life" on the refrigerators
 - Keeping all exit doors in your unit clear
- Mr. Pruett will coordinate a Mutual presentation with Mr. Resnick sometime in January.
- B. Security & Transportation – The report was presented as distributed for the Board's review.
- C. Other Advisory Committees – None at this time.
10. Correspondence –
- A. Move in/Move Out Fee- Moores- Upon motion duly made, the Board agreed,
- To cease collection of the Move-in/Move-out fee effective 01/01/2021. Opposed from Laura Wiltz
- Resolution #355, 12/15/2020**
11. Open Forum –
- Harold Crisp inquired about holes behind the stove to prevent mice from entering. The Board informed him that covering the holes is an owner responsibility.
 - Ron Krams thanked the Board of Directors for their services for the Mutual.
12. Next Meeting – Tuesday, January 19, 2021 at 9:30 a.m.
13. Adjournment – The meeting adjourned at 11:42 a.m.

Kathy Viney, Secretary