

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, APRIL 20, 2021

Resolution #392-406

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, April 20, 2021 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: Crystal Castillo, Assistant General Manager of Mutual Services  
Alicia Drummond, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Harold Crisp, Sharman Dupree, Geneva Foster, Julie Gibbons, Maxine Hooker, Rick Kaiser, Ron Krams, John Loveday, Cathy Madden, Linda O'Neil, Leona O'Reilly, Jackie Rabinow, Gail Rosenberg, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager's Report – Ms. Castillo presented the General Manager's report for the month of April 2021.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes-
  - A. Approval of Minutes of March 16, 2021 Regular Board Meeting– The minutes were approved, as written.
5. President's Report – Ms. Hunter announced that this is her last meeting as President and thanked members for volunteering.
6. Reports – Officers/Committee Chairs –
  - A. Secretary's Report – Ms. Viney reported that there was not building rep. meeting this month. She presented the unit status report.
    - (1) Building Representative's Report – No report at this time.
    - (2) Unit Status Report – The unit status report was presented as distributed for the Board's review.

(3) Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement. A report was distributed for Board review.

B. Treasurers Report – Ms. Wilts presented the list of invoices for approval.

(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	Amount: \$150.00	Inv. Date: 4/13/2021	GL Code: 620300- 100007	<b><u>LWMC Physical Properties Invoice #190808</u></b> – No heat call; electrical department contacted for further source
2	\$68.54	3/2/2021	GL Code: 620200- 100006	<b><u>LWMC Physical Properties Invoice #189019</u></b> - installed address plaque back to the brick lobby wall of building 10 – 15101 Glade Drive
3	\$210.00	3/30/2021	620300- 100007	<b><u>LWMC Physical Properties Invoice #190205</u></b> - emergency light testing for March 2021 Buildings 10,12,13,14,15- all ok
4	\$354.00	3/9/2021	620400- 100002	<b><u>Dynalectric #36691</u></b> - tightened elevator service connections per building
5	\$220.50	3/31/2021	611900- 100001	<b><u>Rees Broome #1224444</u></b> – bad debt write-off and prepare letter – Layman
6	\$84.80	4/1/2021	620900	<b><u>Pet Waste Eliminator #43009219</u></b> – pet waste eliminator bags
7	\$28.00	3/31/2021	611900	<b><u>Rees Broome, PC #1224444</u></b> – Bad debt letter for Layman
8	192.50	2/28/2021	611900	<b><u>Rees Broome, PC 1220842</u></b> – Prepare and compile collections debtor status report; advised on foreclosure proceedings

**Resolution # 391, 04/20/2021**

(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	Amount: \$8294.00	GL Code: 620200	<b><u>S&amp;K Roofing Invoice #60865-0121</u></b> – Roof repairs for 22 units
2	\$1,100.00	620400- 100003	<b><u>Dynalectric Invoice #37297</u></b> - quarterly sprinkler tamper flow switch test
3	\$1298.00	620900	<b><u>Orkin Invoice #214916377</u></b> – termite treatment for 3500 Forest Edge 1G

**Resolution # 392, 04/20/2021**

(1) Water Clean-Up 3500 #3F - Whereas the Board requested reimbursement from the unit owner of 3500 Forest Edge Drive #3F (Bolin) for water cleanup on 3/20/2020 [Resolution #343, 1/15/2020], and as reimbursement is now over 90 days past due:

Upon motion duly made, the Board agreed,

To approve to proceed with the prescribed Collection Procedures (including filing a lien) for collection of the debt from the owner of 3500 Forest Edge Drive [B15] #3F in the amount of \$3,229.18.

**Resolution # 393, 04/20/2021**

C. Property Maintenance Report-

1. Ruth Hunter – Pending Projects

(1) Enclosure Caulking Assessment - Pursuant to Resolution #362 dated 1/19/21 for the **caulking of balcony enclosures** in Buildings 10, 12, 13, & 16 and written requests to the owners for reimbursement:

Upon motion duly made, the Board agreed,

The Board authorizes the Accounting Dept. to assess each of the owners [list to be provided] \$377.00 as a continuing obligation until such time as they reimburse Mutual 14 in full.

**Resolution #394, 04/20/2021**

(2) ABM- Dupree - Upon motion duly made, the Board agreed,

To approve the ABM submitted by owner of 15111 Glade Drive to replace all cabinets, countertops and sink in the kitchen. In addition, replacement of neon lighting with 5 LED recessed lights. Work will be at the expense and maintenance of the unit owner.

**Resolution #395, 04/20/2021**

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

To approve the ABM submitted by owner of 15121 Glade Drive Unit 13 to replace 6 white recessed LED light fixtures and low voltage LED under cabinet tape lights at the expense and maintenance of the unit owner.

**Resolution #396, 4/20/2021**

(4) Transition Strips (building 14) – Ms. Palmer reported that the transition strip on the door in the trash room need to be repaired. The contractor will be contacted.

(5) Trash Room Door (building 14) – Ms. Palmer stated the trash room door needs to be repaired. This item is deferred until next meeting so it may be checked.

2. Kathy Viney – Pending Projects

(1) Dynalectric – Upon motion duly made, the Board agreed,

To approve the **Dynalectric proposal #0521-0394** for Infrared Scan repairs to the mutual electrical equipment at a cost of \$1,365.00, to be paid out of Contingency Funds [GL690000-120001] on presentation of an invoice. These repairs will be made during the Preventive Maintenance [“PM”] shutdown.

**Resolution #397, 04/20/2021**

To agree to authorize Dynalectric to repair deficiencies *found during the PM shutdown, at a cost not to exceed \$5,000.00*, the amount to be paid out of Contingency Funds [GL690000-120001].

**Resolution #398, 04/20/2021**

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

To approve payment to Pepco of an amount not to exceed \$12,000.00, upon demand for the shutdown of power in conjunction with Dynalectric’s Preventive Maintenance inspection, the amount to be paid out of Contingency Funds [GL690000-120001].

**Resolution #399, 04/20/2021**

- (3) B14 Carport Leak – Jiffy Plumbing Proposal – The Board **rejected** the proposal from **Jiffy Plumbing & Heating** to do an exploratory dig to determine the source of water - at a cost of \$5,630.00.

Upon motion duly made, the Board agreed,

To approve to authorize Hal Crisp to investigate, initiate, and report on Fluoride testing at the site at a cost not to exceed \$500.00.

**Resolution #400, 04/20/2021**

- (4) PPD invoice #182465 (B15-1C) to M type - Upon motion duly made, the Board agreed,

To approve to send back the Invoice #182465 to PPD and to charge to Mutual 14.

**Resolution #401, 4/20/2021**

- (5) J the Plumber – Stack vent cleaning will be completed the week of May 10, 2021.

- (6) J the Plumber – Upon motion duly made, the Board agreed,

To approve to make payment to J the Plumber invoice #213 for outdoor spigot replacement in the amount of \$486.00 in building 12.

**Resolution #402, 4/20/2021**

To approve to make payment to J the Plumber invoice #193 for kitchen drain cleanout in building 12 in the amount of \$1,180.00.

**Resolution #403, 4/20/2021**

- (7) Woodshop Sign - Upon motion duly made, the Board agreed,

To approve for the woodshop to make a natural off- white sign with green lettering. The post will be green.

**Resolution #404, 4/20/2021**

- D. Landscape Committee – M&B Proposals – Upon motion duly made, the Board agreed,

To approve the McFall & Berry Proposal #L31142ME in the amount of \$850.00 for sod repair at B12 & Vantage Hill Rd, and removal of garden beds at B16-1A, the invoice(s) to be paid from GL621400-100002 upon completion.

**Resolution #405, 04/20/2021**

To authorize the Accounting Dept. to assess the amount of \$500.00 against 3510 Forest Edge [B16] #1A [Taylor] as a continuing obligation until such time as they reimburse Mutual 14 in full for the removal of garden beds.

**Resolution #406, 04/20/2021**

- E. LWCC Advisory Committee(s) –
- a. EPAC Committee- No report at this time.
  - b. Security & Transportation – Ms. Carona reported that Mr. Merritt attended the meeting and presented an update about the gate access software.
  - c. LWCC- Mr. Blacklow reported that committee will implement a plan to fund the new building. They discussed the resale increase from 2% to 3%. There will be a committee formed to research for a new General Manager.
  - d. Other Advisory Committees – None at this time.
- F. Open Forum –
- Carol Emel – Ms. Emel stated that an idea has been raised to connect Edison High School students with PPD for employment opportunities.
  - Carol Ames – Ms. Ames has a question about the ballots.
- G. Next Meeting – Tuesday, May 18, 2021 at 9:30 a.m.
- H. Adjournment – The meeting adjourned at 11:00am a.m.

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Kathy Viney, Secretary