

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, MAY 18, 2021

Resolution #407-422

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, May 18, 2021 at 9:30 a.m.

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

MANAGEMENT: Crystal Castillo, Assistant General Manager of Mutual Services
Alicia Drummond, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Roger Blacklow, Ramona Brown, Richard Bumbach, Harold Crisp,
Sharman Dupree, Jessie Fitzpatrick, Geneva Foster, Julie Gibbons, Maxine
Hooker, Rick Kaiser, Ron Krams, John Loveday, Cathy Madden, Beth Leanza, Linda
ONeil, John Loveday, Leona O'Reilly, Jackie Rabinow, Gail Rosenberg, Dorothy
Taylor, Mary Vaughan, Laura Wiltz, 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. Audit Presentation – Ms. Callejas, LW Accountant, presented the draft audit and addressed any questions from the Board.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of Minutes-
 - A. Approval of Minutes of March 16, 2021 Regular Board Meeting– The minutes were approved, as written.
6. President's Report – Ms. Viney gave a reminder of when to submit agenda items to assist with the Mutual Assistant's schedule. The cut-off to submit agenda items are due the Wednesday prior to the Board meeting. The Budget Committee will meet on June 8th at 10:00am.
7. Reports – Officers/Committee Chairs –
 - A. Secretary's Report – Ms. Viney reported the building rep. report this month. She also presented the unit status report.

- (1) Building Representative's Report – Ms. Viney reported the Building Rep. Report that is also included in the agenda.
- (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 – Mr. Leber presented the list of invoices for approval.

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: \$480.00	Inv. Date: 4/16/2021	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #190995</u> – Repair to lobby trash room heaters and a/c
2	\$850.00	5/7/2021	621400- 100002	<u>McFall & Berry #IN209899</u> - landscape work at B16 and Buildings 12&13
3	\$300.00	5/12/2021	690000- 100012	<u>American Leak Detection #MD-1556</u> - Leak repair at 3501 Forest Edge Dr.
4	\$150.00	5/14/2021	621000- 100006	<u>J&M Construction #1997</u> – B16 at- tached DS to underground drain B13 reattached DS

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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	\$39,200.00	GL Code: 690000- 110014	<u>Palmer Bros #96111</u> – Deposit for exterior painting buildings 13,12 and 11.
2	\$1380.00	611500	<u>Gross Mendelsohn #384533</u> – draft audit prep- aration for year ending December 2020

Resolution # 408, 05/18/2021

A. Reimbursement – Beth Leanza -

Upon motion duly made, the Board agreed,

To approve reimbursement to Patrick Leanza in the amount of \$53.51 for LED lights purchased from 1000Bulbs.com to be paid from General Maintenance.

Resolution # 409, 05/18/2021

Upon motion duly made, the Board agreed,

To approve reimbursement to Patrick Leanza in the amount of \$257.64 for a 2 pin GX23 Base purchased from 1000Bulbs.com to be paid from General Maintenance.

Resolution # 410, 05/18/2021

8. 2020 Draft Audit – The Board reviewed the draft audit ending in year 2020.

Upon motion duly made, the Board agreed,

To approve the 2020 draft Audit as presented.

Resolution #411, 05/18/2021

C. Property Maintenance Report-

(1) ABM- Homes - Upon motion duly made, the Board agreed,

To approve the ABM submitted by the owner of unit 3501 Forest Edge Drive for window replacement. Work will be at the expense and maintenance of the unit owner.

Resolution #412, 05/18/2021

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

To approve the ABM submitted by owner of 3510 Forest Edge Drive for renovations to the unit. Work will be at the expense and maintenance of the unit owner.

Resolution #413, 05/18/2021

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

To approve the ABM submitted by owner of 3500 Forest Edge Drive Unit 6 to replace storm door. Work will be at the expense and maintenance of the unit owner.

Resolution #414, 05/18/2021

(4) Dryer Vent Cleaning – Upon motion duly made, the Board agreed,

To accept the proposal from PPD dated 4-20-21 to clear all dryer vents at a cost of \$85/unit, to be scheduled in September/October.

Resolution #415, 05/18/2021

(5) Doggy Bag Disposal – Upon motion duly made, the Board agreed,

To accept the proposal from PPD dated 5-4-21 to relocate the doggie bag dispenser and receptacle & straighten No Parking sign on Vantage Hill Rd. at a cost of \$168, to be paid on presentation of an invoice from General Maintenance [GL620200].

Resolution #416, 05/18/2021

(6) Signs Update – The signs (4) to be placed are in progress and will be completed soon.

(7) Website Usage Report – The website usage report was included in the agenda for review.

(8) Letter to Board – O’Neil – The Board reviewed and discussed a letter from Mr. and Mrs. O’Neil regarding property maintenance concerns. Ms. O’Neil provided additional input and comments. The Board agreed to use Spaulding Gray trim on the apartment buildings.

Upon motion duly made, the Board agreed,

To approve Spaulding Gray as the trim color on all mutual apartment buildings.

Resolution #417, 05/18/2021

(9) American Leak Detection Report and Estimate – Upon motion duly made, the Board agreed,

To accept the proposal #1003 from American Leak Detection of Maryland in the amount of \$1,500.00 for the pressure and acoustical tests to pinpoint the source of the B14 carport leak, and to pay upon completion and presentation of an invoice from

Replacement Reserves GL690000.

Resolution #418, 015/18/2021

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

To accept the proposal #001331 from J the Plumber for replacement of the 2” domestic water supply line valve in B14 in advance of the pressure testing by Am. Leak Detection, the amount of \$980.00 to be paid on presentation of an invoice from Replacement Reserves GL690000.

Resolution #419, 05/18/2021

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

To accept the proposal #001332 from J the Plumber for installation of an access panel and new ball valve and hose bib at B13-Units F/G in the amount not to exceed \$486.00, and to pay upon completion and presentation of an invoice from Plumbing Maintenance [GL621000].

Resolution #420, 05/18/2021

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

(1) Report Moores – Ms. Moores’s report will be included in the next Grapevine issue.

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

To accept proposal #T21174ME from McFall & Berry to remove a tree from #3 Vantage Hill Court, in the amount of \$425.00 [GL 621400]

Resolution #421, 05/18/2021

To accept the proposal #T21183AA from McFall & Berry to remove a tree from the mutual park [between B15 & B16], in the amount of #350.00 [GL621400].

Resolution #422, 05/18/2021

E. LWCC Advisory Committee(s) –

a. EPAC Committee- No report at this time.

b. Security & Transportation – The report was included in the agenda for review.

c. LWCC- The report was included in the agenda for review. Mr. Blacklow also reported that the LWCC Board will have a special meeting regarding the administration building. The Board will also implement COVID 19 guidelines.

- d. Other Advisory Committees – None at this time.
- F. Correspondence- Arvella (Ramona) Brown Letter – This is deferred until next meeting for review.
- G. Open Forum –
- Leona O'Reilly – Ms. O'Reilly inquired about removal of a tree and made a suggestion for a volunteer landscape consultant for the Landscape Committee.
 - Hae-Sun Joo – Mr. Joo made a comment regarding same colors in the Mutual.
 - Ramona Brown – Made a comment regarding a doorbell chime box.
 - Jessie Fitzgerald – Ms. Fitzgerald inquired about HVAC contractor recommendations.
- H. Next Meeting – Tuesday, June 15, 2021 at 9:30 a.m.
- I. Adjournment – The meeting adjourned at 11:30am a.m.

Kathy Viney, Secretary