

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JUNE 15, 2021

Resolution 7-14

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, June 15, 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: Kevin Flannery, General Manager
Alicia Drummond, Administrative Assistant- Mutual Services

VISITORS: Carol Ames, Roger Blacklow, Ramona Brown, Harold Crisp, Ann Dukes, Sharman Dupree, Jessie Fitzpatrick, Geneva Foster, Julie Gibbons, Maxine Hooker, Rick Kaiser, Ron Krams, John Loveday, Cathy Madden, Linda O'Neil, Leona O'Reilly, Jackie Rabinow, Gail Rosenberg, Mary Vaughan, Laura Wiltz

1. Call to order – Ms. Viney called the meeting to order at 9:30 a.m.
2. General Manager's Report – Mr. Flannery 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 May 18, 2021 Regular Board Meeting– The minutes were approved, as amended.
 - B. Ratify Approval of ABM Resolution #423 – The ABM was approved, as presented.
5. President's Report – No report at this time.
6. Reports – Officers/Committee Chairs –
 - A. LWCC/M14 Rep Report – Mr. Blacklow's report is included in the agenda for review. He reported the reopening of the facilities however, masks must be worn. Board approved improvements to the Golf Course of a cost not to exceed \$808,000.00. The Board also discussed plans for the new building.
 - B. 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.

C. Treasurers Report – Mr. Leber 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: \$188.22	Inv. Date: 5/18/2021	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice</u> <u>#192519</u> – replaced a broken hydraulic door closer in building 15 2 nd floor lobby
2	\$240.00	5/17/2021	620300- 100007	<u>LWMC Physical Properties Invoice-</u> <u>#192391</u> - Tested emergency lights in building 10-17 for month of May
3	\$640.64	5/17/2021	620300- 100007	<u>LWMC Physical Properties Invoice</u> <u>#192438</u> - Ran duration test on emergency lights in buildings 10-17
4	\$210.00	5/17/2021	620300- 100007	<u>LWMC Physical Properties Invoice</u> <u>#192439</u> – Tested emergency lights in building 10-17 for month of April
5	\$240.00	5/17/2021	620300- 100007	<u>LWMC Physical Properties Invoice</u> <u>#192440</u> - Tested emergency lights in buildings 10-17 for month of February
5	\$510.00	5/14/2021	620200- 100006	<u>LWMC Physical Properties Invoice</u> <u>#192343</u> - Cleared catch basins and storm drains in Mutual
6	\$168.00	5/19/2021	620200- 100006	<u>LWMC Physical Properties Invoice</u> <u>#192550</u> - relocated dog waste dispenser and receptacle and straightened No Parking sign

7	\$425.00	5/27/2021	621400-100002	McFcall & Berry #IN10060 - Take down & remove Plum tree w/ stump from front yard at #3 Vintage Hill Ct
8	\$330.00	5/21/2021	620200-100006	J&M Invoice #2004 – Tore out bottom of cabinet for exterminator, then reinstalled new bottom Building 15 1-G
9	\$125.00	6/10/2021	621000-100006	J The Plumber #00281 – Cleared debris from laundry valve. Building 14 3-F

Resolution # 7 06/15/2021

(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	\$1360.00	GL Code: 621600	LWMC Physical Properties Invoice #192201 – clean all gutters and downspouts and underground drains buildings 10-17
2	\$1385.00	611500	Gross Mendelsohn #383327 – draft audit preparation for year ending December 2020
3	\$1300.00	620200-100006	Palmer Brothers #96162 – repairs in building 13

Resolution # 8 06/15/2021

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

To authorize the Accounting Dept. to assess the amount of \$500.00 against 15121 Glade

Drive #1E [J. Reilly] as a continuing obligation until such time as Mutual 14 is reimbursed in full for the scraping & painting of the screened patio.

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

To rescind Resolution #348 dated December 15, 2020 renaming the Maintenance Reserve account to Painting Reserve – the resolution was never acted upon.

(3) Reimbursement – Requests -

a. Crisp - Upon motion duly made, the Board agreed,

To approve reimbursement to Harold Crisp in the amount of \$45.50 for fluoride in drink water test kit purchased for the B14 water leak. GL620200-100006

Resolution # 9, 06/15/2021

- b. Palmer - Upon motion duly made, the Board agreed,

To approve reimbursement to Barbara Palmer in the amount of \$25.36 for the purchase of bottled water following the B14 water main break. GL612500

Resolution # 10, 06/15/2021

- c. Viney – Upon motion duly made, the Board agreed,

To approve reimbursement to Kathy Viney in the amount of \$87.58 for copier paper, printer ink, caution tape, and bottled water. GL612500

Resolution #11, 06/15/2021

- d. Lien 15-3F - Upon motion duly made, the Board agreed,

To authorize the Accounting Department to accelerate the assessments due and payable through December 31, 2021 on unit #15-3F as part of the lien process.

D. Property Maintenance Report-

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

To approve the ABM submitted by the owner of unit 3501 Forest Edge Drive #1A to take down patio enclosure with sliding doors. Work will be at the expense and maintenance of the unit owner.

Resolution #12, 06/15/2021

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

To approve the ABM submitted by owner of 15121 Vantage Hill Drive for renovations to the bathroom. Work will be at the expense and maintenance of the unit owner.

Resolution #13, 06/15/2021

- (3) H&H Report – Ms. Viney gave a report of the H&H Concrete work in progress in the Mutual.

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

To approve J the Plumber's estimate #1334 in the amount of \$486.00 to replace the hose bib in the atrium of B14 @ A, and to pay upon completion and presentation of an invoice from Plumbing Maintenance GL621000.

Resolution #14, 06/15/2021

- (5) Comcast VOIP Proposal – The Board discussed in depth and decided to not move forward at this time. Gary Leber and Harold Crisp will research further.
- (6) Comcast Service Orders – The Board discussed in depth and decided to not move forward at this time.
- (7) Dynalectric – Ms. Viney stated that Dynalectric will conduct the electrical and maintenance inspections in the apartment building electrical systems. Project is expected to begin July 1st along with PEPCO.
- E. Landscape Committee – McFall and Berry presented a proposal in May that was incomplete and was sent back. A new proposal has not been prepared due to low supply of plants requested.
- F. LWCC Advisory Committee(s) –
- a. EPAC Committee- No report at this time.
 - b. Security & Transportation – No report at this time.
 - c. Other Advisory Committees – None at this time.
- G. Correspondence-
- a. Arvella (Ramona) Brown Letter – The Board read and acknowledged Ms. Brown’s letter. No further comments stated.
 - b. Linda and Jim O’Neil Letter – The Board read and acknowledged Mr. and Mrs. O’Neil’s letter submitted. Ms. Viney stated her comments will be in the next Grapevine newsletter. No further comments stated.
- H. Open Forum –
- Harold Crisp – Mr. Crisp suggested a new valve in the trash room. He mentioned a large crack in the concrete in Vantage Hill Road. Electrical shutdown should be no more than 4 hours.
 - Linda O’Neil – Commented on the carpeting in the apartment buildings.
- I. Next Meeting – Tuesday, July 20, 2021 at 9:30 a.m.
- J. Adjournment – The meeting adjourned at 11:010 a.m.

Kathy Viney, Secretary