

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, DECEMBER 21, 2021

Resolution 79-86

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; (ID: 828 9614 0201; Access Code: 919282) on Tuesday, December 21, 2021, at 9:30 a.m.

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

DIRECTORS ABSENT: Gary Leber, Treasurer

MANAGEMENT: Crystal Castillo, Assistant General Manager
Danesca Pineda, Administrative Assistant- Mutual Services

VISITORS: Laura Wiltz, Cathy Madden, John Loveday, Maxine Hooker
Julie Gibbons, Leona O'Relly, Carol Emel, Roger Blacklow
Jessie Fitzpatrick, Maureen DeSouza, Sharman Dupree,
Jacqueline Rabinow,

1. Call to order – President Viney called the meeting to order at 9:32 a.m.
2. General Manager's Report – Ms. Crystal Castillo presented the General Manager's report and addressed all questions asked.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes-
 - A. Approval of Minutes of November 16, 2021, Regular Board Meeting– The minutes were approved, as written.
5. LWCC Report from Mr. Roger Blacklow (attachment). Mr. Blacklow also provided a brief summary about the administration building decision meeting and said all the detail are in the LW news.
6. President's Report –
 - Ms. Viney wished Happy Birthday to Ms. Barbara Palmer (Mutual 14 vice president).
 - President reported that LW still not allowing in person meeting, only hybrid (LW and board member in person and resident/owner via zoom) or 100% Zoom.
 - Ms. Viney reported about her meeting with LW GM Mr. Bob Kimble. LW will give Mutual 14 a refund of \$5,589.99 because Mutual 14 was charged 29 hours per month

per mutual assistant's services hours and only receiving approximately 10 hours of service per month. Ms. Viney said she has no problem paying for more hours as long as the Mutual Assistant is doing work for these hours.

- Ms. Viney said she wrote about her meeting with Mr. Kimble in The Grapevine newsletter, in case anybody wants to read about it.

1. Secretary's Report – Ms. Hunter presented the following report with her resignation letter effective with the 2022 Annual Meeting, currently scheduled for April 28, 2022.

A. Unit Status Report – (Attachment from Ruth Hunter)

B. Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement.

2. Treasurers Report – Ms. Hunter and Ms. Palmer presented the report.

1. Adoption of the Auditor Agreement:

-Upon motion duly made, the Board agreed,

To approve the proposed Gross Mendelsohn 2021 Audit Agreement for a amount not to exceed \$4,150.00.

Resolution #79, 12/21/2021

2. Year-end Invoices:

-Upon motion duly made, the Board agreed,

To authorize the Accounting Dept. to pay any 2021 invoice received after December 21, 2021, *with the email authorization of both the President and Treasurer*. A list of those invoices (if any) is to be included in the minutes of the January 18, 2022, Board meeting for ratification.

Resolution #80, 12/21/2021

3. November Invoices (Attachment)

a. 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:**

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$240.00	620300-100007	<u>LWMC Physical Property Invoice #202280-</u> Tested emergency lights for the month of Nov. 2021. Replaced fixtures in B.11 near the unit 2B and in B.17, 3 rd floor stairs. Dated: 11/11/2021
2	\$402.67	620300-100007	<u>LWMC Physical Property Invoice #202369</u> B.14-3501 Forest Edge Dr. replaced ballasts in carport spaces 3A and 1C. B16-3510 Forest Edge Dr. replaced ballast in carport space 1F; replaced fluorescent tubes in elevator, replaced photocell for G side. Dated: 11/15/2021
3	\$434.99	621000-100006	<u>LWMC Physical Property Invoice #202796</u> Rear bibb water line froze and split. Can't get new fitting on pipe due to being swollen and it is behind the furnace. Will need to access pipe in the house and run a new pax line to bibb: 15121 Glade Dr. Unit 13-1A. Dated: 11/22/2021
4	\$584.96	620200-100006	<u>LWMC Physical Property Invoice #202797</u> Repaired drywall in dining room due to plumbing repair. Measured, cut out area and installed blocking tape, 1 st coat of mud: 15121 Glade Dr. unit 13-1A Dated: 11/22/2021
5	\$47.00	620200-100006	<u>LWMC Physical Property Invoice #202968</u> Roof is leaking in guest bedroom, nothing for a plumber to fix. Advised resident to call mutual president: 15123 Vantage Hill Rd. Unit 5-A. Dated:11/24/2021

6	\$106.43	620300-100007	<u>LWMC Physical Property Invoice #203397</u> Bldg.12-15111 Glade Dr. replaced ballast at carport space 1A. Dated: 12/2/2021
7	\$186.00	621000-100006	<u>LWMC Physical Property Invoice #203151</u> Found the tier was stopped up for bldg. 13-15121 Glade Dr. Ran the cable thought unit 1G to clear the stoppage in the kitchen sink, ran 35ft of cable then ran the water with no problems: Dated: 11/30/2021
8	\$154.20	620300-100007	<u>LWMC Physical Property Invoice #203619</u> Checked lights out on the siding at A-end of carports, B.10 (15101 Glade Dr) and 12 (15111 Glade Dr.) repaired wall packs, retrofitted, and installed LED bulbs. Dated: 12/7/2021
9	\$75.00	621700	<u>LWMC Physical Property Invoice #203268</u> Replaced smoke detectors more than 10 years old with Kidde i12010S per mutual proposal: 3500 Forest Edge Dr. Unit 15-3A. Dated: 11/30/2021
10	\$75.00	621700	<u>LWMC Physical Property Invoice #203421</u> Replaced smoke detectors more than 10 years old. Per proposal: 3500 Forest Edge Dr. Unit 15-1A. Dated: 12/2/2021
11	\$75.00	621700	<u>LWMC Physical Property Invoice #203524</u> Replaced smoke detectors more than 10 years old per Mutual proposal: 15111 Glade Dr. Unit 12-1A. Dated: 12/6/2021
12	\$84.80	620200-100006	<u>Pet Wasted Eliminators Invoice #43080481</u> Pet waste eliminator bags 2000 Dated: 11/29/2021
13	\$216.72	620200-100006	<u>Julie Gibbons- Reimbursement- Invoices:</u> Home Depot/Big Lots/ Giant: Gift cards, Wreath w/bow, gold metal wreath hanger Dated:11/26/21, 11/28/21, 12/4/21
14	\$72.05	612500	<u>Kathleen Viney-Reimbursement- Invoice:</u> Staples Connect: HP 63 Black Dated: 11/01/2021

Resolution #81, 12/21/2021

b. 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	\$3,500.00	620300-100007	<u>LWMC Physical Property Invoice #202364</u> Buildings 10-17 replaced ballasts in lobby fixtures to accept T8 style LED tubes, installed LED tubes in remaining fixtures (including carports) per proposal. Dated: 11/15/2021
2	\$10,318.14	621700	<u>LWMC Physical Property Invoice #203114</u> Detectors 2021: Installed 36 smoke detector batteries @31.94 each. Installed 87 kidde 912010S 10-yrs sealed smoke detectors @\$75 each; installed 29 kidde 912010SCO combo smoke/co2 detectors @\$77.70 each; inspected 13 units @\$30 each; per proposal. Dated: 11/29/2021
3	\$14,406.56	620200-100006	<u>LWMC Physical Property Invoice #203207</u> Cleaned dryer vents per proposal \$85/unit plus materials-169 units complete. Dated: 11/30/2021
4	\$1,514.00	620400-100003	<u>Dynalectric Company: Invoice #40852</u> Annual State elevator inspection performed with Schindler Elevator. All reporting form placed in EMR sleeves as required and copies sent to customer. Dated: 11/30/21
5	\$2,650.00	611400-100002	<u>McFall & Berry Landscape: Invoice #211875</u> Tree removal and tree pruning. Dated: 11/30/2021
6	\$3,345.00	621100-100018	<u>Dynalectric Company: Invoice #40950</u> Annual fire alarm test including temper/flow switch test. Dated: 12/06/2021
7	\$2,175.00	611800-100002	<u>Kathleen Viney-Reimbursement- Invoice #72743 ESI Environmental Solutions, Inc.</u> Post remediation clearance test with photographs documentation and lab results 15111 Glade Dr. Units 2E, 2D and 1E.

			Dated: 11/18/2021
--	--	--	-------------------

Resolution #82, 12/21/2021

4. Comcast Bills

-Upon motion duly made, the Board agreed,

To reimburse Leisure World in the amount of \$1,143.81
for the payment of overdue Comcast bills for Buildings 13, 16, & 17,
funded from GL622400 [Telephone]

Resolution #83, 12/21/2021

-Upon motion duly made, the Board agreed,

To approves recurring monthly payments of Comcast bills for internet
service to Buildings 10, 13, 16 & 17, to be funded from GL622400
[Telephone]. **Resolution #84, 12/21/2021**

5. Romano's Invoice #17990 \$132.20- The Board agreed that this
invoice is the unit owner responsibility, and the president will send this invoice
to the unit owner for payment.

1. Property Maintenance Report:

1. Report on Building 12 Water damage- all four residents from this building
ordered cabinet. Some cabinets have already come in. It's the Mutual legal duty to
make them whole, not to create the exact replica of the cabinet standard from
1976.
2. Report on Building 15 water damage:

-Upon motion duly made, the Board agreed,

To authorize the Mutual 14 President, Ms. Viney to deal with these emergencies
services with Minkoff Company, Retro Environmental and the plumber for
water damage as they come up for 3500 Forest Edge Drive [B15], Units 1B, 2B,
and 1A, just keep the board inform.

Resolution #85, 12/21/2021

4. ABM-Gold- Upon motion duly made, the Board agreed,
To approve the ABM submitted by Barry M. Gold from 3500 Forest
Edge Dr. Unit 2E to replace all windows and the sliding glass door leading
out to the balcony.

Resolution #86, 12/21/2021

2. Open Forum- Residents commended Ms. Viney for all the great work done as Mutual 14
president and for all the hard work in buildings 12, 13, 14.
3. Next Meeting – Tuesday, January 18, 2022, at 9:30 a.m. via Zoom
4. Adjournment – The meeting adjourned at 11:37a.m.

Ruth Hunter, Secretary