



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, APRIL 19, 2022

Resolution 113-125

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 in the Sullivan room (directors) and via Zoom: 301-715-8592; (ID: 485 453 2048; Access Code: 672727) on Tuesday, April 19, 2022, at 9:30 a.m.

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

DIRECTORS ABSENT: Ruth Hunter, Secretary

MANAGEMENT: Melissa Pelaez, Assistant General Manager
Danesca Pineda, Administrative Assistant- Mutual Services

VISITORS: Cathy Madden, John Loveday, Julie Gibbons, Leona O'Reilly, Carol Ames, Roger Blacklow, Maureen DeSouza, Harold Crisp, Jacqueline Rabinow, Sharman Dupree, Jim and Geneva Foster, Jim O'Neil, Ann Dukes, Gail Rosenberg-Baltrosky, Cindy Wright, Laura Burdick, Rick Kaiser

VISITORS IN SULLIVAN ROOM: Lori Burdick, Jim O'Neil, Geneva Foster

1. Call to order – President Viney called the meeting to order at 9:33 a.m.
2. Community Report – Ms. Melissa Pelaez presented the Community report for the month of April 2022.
3. Audit review-Dawn Gaynor (Director of accounting)
4. Adoption of Agenda – The agenda was adopted as amended.
5. Approval of Minutes-
 - a. Approval of Minutes of March 15, 2022, Regular Board Meeting– The minutes were approved, as amended.
6. LWCC Report - Mr. Roger Blacklow presented his report which was also included in the

agenda packet for all board members to review.

7. President’s Report – committee assignment- (attachment)
 - a. Committee assignments-(attachment) are for one year. The new board will appoint new members at the May 17 meeting. Volunteers are needed for the finance committee and landscape committee.
 - b. Annual meeting- President Viney reminded everyone to return their ballots.
8. Secretary’s Report – Ms. Hunter presented the following report.
 - 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.
9. 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:**

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$217.00	620300-100007	<u>LWMC Invoice #208700</u> - Building 10-17 Tested emergency lights for the month of March 2022 all ok. Dated: 3/16/2022
2	\$264.62	612500	<u>Kathleen Viney- Reimbursement order# 1648839451.</u> Shoplet.com -Lorell Commercial -grade Vertical File-2 Drawer. Dated: 4/1/2022
3	\$388.00	621000-100006	<u>J The Plumber Invoice # 000617</u> – Snaked out trash room floor drain 68” with 5/8” cable. Did not pull back anything on the cable. Flushed the drain with water to test. Bldg.10, trash room drain. Dated: 3/23/2022
4	\$148.00	621000-100006	<u>J The Plumber Invoice # 000628</u> - Found 4” drain grate outside of Building 15 in front of the transformer broken. Chiseled out the old plastic drain. Dated: 3/31/2022
5	\$298.00	611900-100002	<u>RB Rees Broome, PC Attorney at Law Invoice #1280604</u> - For professional Services rendered through March 31, 2022 (prepare and compile collections Debtor Status

			Report and send to appropriate associate representative). Dated: 3/31/2022
6	\$38.00	611900-100001	<u>RB Rees Broome, PC Attorney at Law Invoice #1280724</u> -For professional Services rendered through March 31, 2022. (Follow up with client on status of Bylaw amendment project) Dated: 3/31/2022
7	\$93.00	620300-100007	<u>LWMC Invoice # 210148</u> – Repaired emergency lights exit sign near unit 2G at the end of the catwalk building 16. Dated: 4/13/2022
8	\$84.80	620200-100006	<u>Pet Waste Eliminator invoice # 43111520</u> - For pet waste eliminators bags 200/RL Recycled Material. Dated: 3/28/2022
9	\$354.87	621600	<u>LWMC Invoice # 208895</u> – Unclogged downspout on garage roof at 15133 Vantage Hill Rd. and on 15135 Vantage Hill Rd. side of fence; installed 330” of downspout; tested drainage. Dated: 3/21/2022

Resolution #113, 4/19/2022

(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	\$2,205.00	621400-100002	<u>McFall and Berry Invoice # 214808</u> -for early Spring: provide applications of Preem. Dated: 3/31/2022
2	\$5,300.00	620200-100006	<u>McFall and Berry Invoice # 214713</u> – Triangle bed between building 15 and 16, relocate river rock to the Rock Bed. Dated: 3/23/2022

Resolution #114, 4/19/2022

-Upon motion duly made, the Board agreed,

To authorizes the Accounting Dept. to open an account with “Treasury Direct” in

anticipation of the purchase of Treasury bills or notes from Replacement Reserves.

Resolution #115, 4/19/2022

-Upon motion duly made, the Board agreed,

To authorize the Accounting Dept to assess the \$298.00 cost of legal correspondence regarding the recovery of a debt [see Rees Broome Invoice #1280604], against the owner of 3500 Forest Edge Drive Unit, #3F [Bolin].

Resolution #116, 4/19/2022

Pursuant to Resolution #349 dated 12/15/2020 for **painting of Buildings 11, 14, & 15:**

-Upon motion duly made, the Board agreed,

To pay Palmer Brothers' Invoice #97381 dated 4/6/22, a down payment in the amount of \$40,180.00, and to pay further invoices for painting Buildings 11, 14, & 15 on presentation, to be paid out of Replacement Reserves.

Resolution #123, 4/19/2022

Pursuant to Resolution #362 dated 1/19/21 for the **caulking of balcony enclosures in Buildings 11, 14, 15 & 17** 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 #124, 4/19/22

-Upon motion duly made, the Board agreed,

To pay S & K Roofing-Siding-Windows Invoice #64611-0322 dated 4/18/22 in the amount of \$8,294.00 for Mutual 14 all buildings.

Resolution #125, 4/19/22

-Upon motion duly made, the Board agreed,

To reimburse LWMC \$7,011.26 for the cost of remediation and repair of a water event originating from a common element at 3501 Forest Edge Drive-#1F [Makfinsky], to be paid from Insurance Deductible [GL611800-02].

Resolution #117, 4/19/2022

-Upon motion duly made, the Board agreed,

To accept the audit 2021 as review by Ms. Gaynor Director of accounting.

Resolution #118, 4/19/2022

10. Property Maintenance Report:

1. Project Updates- The new board will have to decide if they want to accelerate the roof project or not.

-Upon motion duly made, the Board agreed,

To approve S&K Roofing's proposal #65110-0422 of \$2,936.00 to repair broken rafters causing a dip

in the roof and replace decking and shingles at 15135 Vantage Hill Road [Arias], and to pay upon presentation of an invoice out of Roof & Gutter Repair [GL621600].

Resolution #119, 4/19/2022

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by James and Joan Paterson at 3 Vantage Hill Ct. Unit 14-B to replace front door and storm door.

Resolution #120, 4/19/2022

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Gabriel and Patricia Arias at 15135 Vantage Hill Rd. Unit 14-7B to move gutters.

Resolution #121, 4/19/2022

-EV Charging Stations- The new board will have to come up with a policy about it.

President Viney will put together a packet with all the information about EV Charging Stations.

11. Open Forum- none at this time.

12. Next Meeting – Tuesday, May 17, 2022, at 9:30 a.m. Hybrid

13. Adjournment – The meeting adjourned at 11:17 a.m.

Ruth Hunter, Secretary