



REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, MAY 17, 2022

**Resolution #6-14**

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 in the Sullivan room (directors) and via Zoom: 301-715-8592; (ID: 485 453 2048; Access Code: 672727) on Tuesday, May 17, 2022, at 2:00 p.m.

DIRECTORS PRESENT: Kathy Viney, President; Jim O’Neil, Vice President;  
Gary Leber, Treasurer, Carol Ames, Secretary; Jane Carona,  
Director; Walter Faggett, Director; John Loveday, Director

DIRECTORS ABSENT:

MANAGEMENT: Crystal Castillo, Assistant General Manager  
Danesca Pineda, Mutual Assistant

ZOOM VISITORS: Cathy Madden; Carol Emel; Harold Crisp; Jacqueline  
Rabinow; Jaclyn Portnoy; Samuel Kiddushin

VISITORS IN SULLIVAN ROOM: Mary Lamb; Jessie Fitzpatrick; Maxine Hooker; Geneva  
Foster; Lisa Fitzpatrick; Sharon Moore; Julie Gibbons;  
Leona O’Reilly

1. Call to order – President Viney called the meeting to order at 2:00 p.m.
2. Community Report – Ms. Crystal Castillo presented the Community report for the month of May 2022.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes-
  - a. Approval of Minutes of April 19, 2022, Regular Board Meeting– The minutes were approved, as amended.
  - b. Approval of April 28, 2022, Annual Meeting Minutes- Annual meeting minutes were approved as presented.

- c. Approval of the April 28, 2022, Organizational Annual meeting minutes- the Organizational Annual meeting minutes were approved as presented.
- 5. LWCC Report - Mr. Roger Blacklow report was included in the agenda packet for all board members to review.
- 6. President's Report –
  - a. Committee assignments - One-year appointments to Budget & Finance Committee are Richard Bambach and Maxine Hooker, with Gary Leber as Liaison. One-year appointments to Landscape Committee are Sharon Moores, Rick Kaiser, and Barbara Martin, with Jim O'Neil as Board Liaison.
- 7. Secretary's Report – Ms. Ames presented the following report.
  - A. Unit Status Report
    - 1. Building Rep Committee report
  - B. Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement.
- 8. 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:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice #/ Description/ Inv. Date #:</u></b>
1	\$52.00	611900-100002	<b><u>RB Rees Broome, PC Attorney at Law: Invoice #1286565-</u></b> Professional services rendered through April 30, 2022. Balance due is \$52.00 (\$298 paid on Res#113 4/19/2022. Dated: 4/30/2022
2	\$396.00	621000-100006	<b><u>LWMC Invoice # 211170-</u></b> 3510 Forest Edge Dr. unit 16-1E. Copper pipe in storage closet going to hose bibb froze and split behind a duct. Needed to replace water line from inside unit out with pex pipe. Dated: 5/4/22
3	\$186.00	621000-100006	<b><u>LWMC Invoice # 210237-</u></b> 15111 Glade Dr. unit 12-2B kitchen sink backup. Ran 14 ft of 5/8 cable to clear a shared kitchen drain 15111 Glade Dr. unit 12-2b & 12-2C. Dated: 4/14/2022
4	\$93.00	620300-100007	<b><u>LWMC Invoice # 210864-</u></b> Building 17-3511 Forest Edge Dr. checked carport light at space LED tube from Pepco. Dated: 4/27/2022

5	\$427.50	621000-100006	<b><u>LWMC Invoice # 210792</u></b> – Cleared catch basins and storm drains through the mutual-per resolution #363. Dated: 4/26/2022
6	\$496.00	620300-100007	<b><u>LWMC Invoice # 210634</u></b> – Buildings 10-17. Tested emergency lights for the month of April 2022. All ok in building 13,14,15,16,17. Replaced bad fixture in building 10 (middle stairs), building 11 by unit 1B, building 12 by unit 1C and 2F. Dated: 4/25/2022
7	\$124.43	612500	<b><u>Kathleen Viney- Reimbursement Staples Connect.</u></b> 2 pocket port green/3m clear removable. Dated:5/2/2022
8	\$386.00	621000-100006	<b><u>J The Plumber Invoice #000684</u></b> – for building 14 trash room hose bibs. Found hose bib outside of the trash room damaged and leaking. Hose bib was recently installed. Suspect it was hit by the dumpster based off the damage. Installed new hose bib and secured to the wall. Dated: 5/12/2022.
9	\$486.00	621000-100006	<b><u>J The Plumber Invoice #000683</u></b> – for 14-C hose bib. Cut open wall in the C unit bedroom. Replaced frost proof hose bib. Installed access panel over the hole. Concreted around the outside of the hose bib. Dated: 5/12/2022.

**Resolution #6, 5/17/2022**

(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	\$1,380.00	611500	<b><u>Gross Mendelsohn invoice #394160</u></b> -For final billing in connection with the audit with the financial statement and related tax return preparation for the year ended December 31, 2021. Dated April 27, 2022
2	\$10,140.00	621000-100006	<b><u>J The Plumber Invoice #000657</u></b> - For stack vent cleaning. Snake out all 2” and 3” stacks from the roof of building 10-17. Dated: 5/7/2022

3	\$1,196.00	620900	<b><u>Regional Pest Management Invoice #131128</u></b> – For termite treatment building 11. Treated carport area of 15100 building back wall of parking spot 12-21, drilled, treated, and patched inside and treated soil area of outside. Dated: 4/6/2022
4	\$6,800.00	690000-100005	<b><u>Palmer Brothers Invoice #97445</u></b> - Preparation and painting 8 generator corrals two coasts. Preparation and painting 48 fire department boxes. Dated: 4/30/2022
5	\$1,280.00	621000-100006	<b><u>J The Plumber Invoice #000682</u></b> - for building 14 B/C tier kitchen. Jet, snake, and camera building 14 b/c tier kitchen drain. Ran jet machine and snake 20 times and open the drain. The pipe was completely clogged with solidified grease. Ran camera to do final inspections and pipe is now 85% clear. No broken pipes were found.

**Resolution #7, 5/17/2022**

9. Property Maintenance Report:

1. Project Updates-

-Mutual president, Ms. Viney reported that the proposed Bylaw Amendment at the annual meeting to prohibit all forms of smoking within all units and all the common element of the condominium. (>60% required for passage) it was not approve by the membership, it received 50%.

-Research done by LW working group on Electric Vehicle Charging stations was shared with Board. After brief discussion Directors Faggett volunteered to begin development of policy and rules.

2. Proposals:

-Upon motion duly made, the Board agreed,

To accept the Palmer Brothers proposal dated May 2, 2022, for painting bare plywood roof decking in the carports of B12, 15, & 17, in the center stairwells of B12 & 17, and the entire 3<sup>rd</sup> floor catwalk ceilings in B12 & 17 at a cost of \$2,875.00 to be paid on completion & presentation of an invoice out of Replacement Reserves GL690000-05.

**Resolution #8, 5/17/2022**

-Upon motion duly made, the Board agreed,

To accept the S&K Roofing proposal dated April 25, 2022, for repairs to the roof of 15123 Vantage Hill Road in the amount of \$2,175.00, to be paid on completion &

presentation of an invoice out of Operating Funds GL621600 Roof & Gutter Repair.

**Resolution #9, 5/17/2022**

-Upon motion duly made, the Board agreed,

To accept the Orkin proposal #164431 for baiting apartment building attics in the amount of \$2,700.00, to be paid on completion & presentation of an invoice out of Operating Funds GL620900 Pest Control.

**Resolution #10, 5/17/2022**

Upon motion duly made, the Board agreed,

To accept the McFall and Berry Proposal #3398 in the amount of \$525.000 for building 17, corner near Interlachen Dr.; downsize large Holly tree by removing to third of plant material. Building 12 corner of building near Vantage Hill Rd. Downsize (6) large leather leaf viburnums. Removed top third of plant material. Operation will take place after bloom period.

**Resolution #11, 5/17/2022**

Upon motion duly made, the Board agreed,

To accept the McFall and Berry Proposal #3652 as amended in the amount of \$162.50 to elevate 2 (not 8) Cedar trees between buildings 10-11 near BLVD.

**Resolution #12, 5/17/2022**

Upon motion duly made, the Board agreed,

To accept the McFall and Berry Proposal #3225 as amended not to exceed \$2,200.00 for April 2022 site enhancements.

**Resolution #13, 5/17/2022**

3. Ratify AWM Res #122-Schindler Elevator

-Upon motion duly made, the Board agreed,

To ratify its Action Without a Meeting, to approve the Schindler Elevator proposal JBAA-CDWQ3B to pump out water and oil in elevator pits in buildings 11, 13, 14, 16 & 17 currently scheduled for May 19 & 20 in the amount of \$7,200.00 plus applicable taxes plus the cost of disposal of hazardous waste, to be paid on presentation of an invoice from GL62400-02.

**Resolution #122, 4/29/2022**

4. Q: Automatic lobby doors: It was discussed, automatic doors can be very expensive, the Board agreed this project is not a priority.

5.Q: Who Pays for damages: it was discussed and tabled for next board meeting.

6. ABM- Goldstein:

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Mary Goldstein at 15127 Vantage Hill Rd.  
Unit 14-6B for exterior door/storm upon requested documentation submitted.

**Resolution #14, 5/17/2022**

11. Open Forum- none currently.

11. Next Meeting – Tuesday, June 21, 2022, at 2:00 a.m. Hybrid

12. Adjournment – The meeting adjourned at 4:25 p.m.

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Carol Ames, Secretary