



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14

TUESDAY, JUNE 21, 2022

Resolution #16-27

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 and via Zoom: 301-715-8592; (ID: 847 2085 0351; Access Code: 672727) on Tuesday, June 21, 2022, at 2:00 p.m.

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

DIRECTORS ABSENT: Gary Leber, Treasurer

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

ZOOM VISITORS: Carol Emel; Harold Crisp; Roger Blacklow, Laura Wiltz,
Maureen DeSouza; Richard Bambach

VISITORS IN SULLIVAN ROOM: Jessie Fitzpatrick; Cindy Wright; Cathy Madden; Rick
Kaiser; Sheila Becker

1. Call to order – President Viney called the meeting to order at 2:00p.m.
2. Community Report – Ms. Crystal Castillo presented the Community report for the month of June 2022.
3. Adoption of Agenda – The agenda was adopted as amended.
4. Approval of Minutes
 - a. Approval of Minutes of May 17, 2022, Regular Board Meeting– The minutes were approved, as presented.
 - b. Ratify: Action Without Meeting Resolution #15

-Upon motion duly made, the Board agreed,

To ratify its Action Without a Meeting, to accept the proposal from J the Plumber to supply and install 3 elevators sump pumps at an estimated cost of \$10,282.00 to pay \$5,142.00 on acceptance, and to pay the remainder on completion and presentation of invoice, funding from GL620000-06 Plumbing Maintenance.

Resolution #15, 6/6/2022

5. LWCC Report - Mr. Roger Blacklow report was included in the agenda packet for all board members to review.
6. President's Report- Ms. Viney reminded all board members about the Hybrid finance tutorial presentation, scheduled for June 24, 2022, at 1:30pm.
7. Secretary's Report – Ms. Ames presented the following report.
 - a. Unit Status Report- report was included in the agenda packet for all board members to review.
 - b. Building Rep Committee report- none currently.
 - c. 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 – In the absence of Mr. Leber the treasurer, Ms. Viney 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	\$372.00	620300-100007	<u>LWMC Invoice # 212126</u> – Buildings 10-17 tested emergency lights for the month of May 2022. Replaced bulb in bldg.13 by unit 1A replaced fixture in bldg. 15 “A” side 3 rd floor. Dated: 5/24/2022
2	\$47.00	620200-100006	<u>LWMC Invoice # 212239-</u> 3570 Forest Edge Dr. unit 16-1G-Tested drain for AC leaks but no visible signs of leak. Dated: 5/25/2022
3	\$47.00	620200-100006	<u>LWMC Invoice # 212286-</u> 3510 Forest Edge Dr. Unit 16-1G-Call was for water leaking in utility closet of 1G. checked unit #G, no signs of any water on the walls at the time. Dated: 5/26/2022

4	\$411.00	611900-100001	<u>RB Rees Broome, PC Attorney at Law: Invoice #1290950-</u> Professional services rendered through May 31, 2022(finalization of bylaw amendment). Dated: 5/31/2022
5	\$247.50	620400-100002	<u>LWMC Invoice # 212413-</u> Intalled transition strip inside elevator at door of building 16-3510 Forest Edge Dr. Dated: 5/27/2022
6	\$162.50	621400-100002	<u>McFall & Berry Invoice #215747-</u> Elevate 2 cedar trees between bldgs. 10-11 near BLVD. (Tree pruning). Dated: 5/27/2022

Resolution #16, 6/21/2022

(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	\$2,730.00	621400-100002	<u>McFall & Berry Invoice # 215689-</u> Bldg. 17, corner near Interlachen Dr. downsize large Holly tree by removing top third of plant material. Bldg. 12, corner of bldg. near Vantage Hill Rd. downsizes 6 large leather leaf Viburnums. Remove top third of plant material. Early Spring round 2, provide applications of Preem to all lawn areas. Dated: 5/24/2022
2	\$7,200.00	620400-100002	<u>Schindler Elevator Corporation Invoice #7100490136-</u> Pump our water and oil in elevator pit-buildings 11,12,14,16, and 17. Dated: 5/17/2022
3	\$1,512.98	620200-100006	<u>Palmer Brothers Invoice # 97568-</u> Billing for removal of rotten wood and install new railing at the balcony of building 11 3B, and 2B. Dated: 6/9/2022
	\$2,882.00	621100-100018	<u>Dynalectric Invoice #43185-</u> Install and program Four Bosch Fire Alarm VOIP communicator at 15100 Glade Dr. Dated: 6/13/2022
4	\$1,368.00	621400-100002	<u>McFall &Berry Invoice# 216171-</u> Mutual 14: provide 1 application of Fiesta to all lawn areas in late Spring. Provide 1 spot treatment of Fiesta to weedy areas in early Summer. Dated: 6/16/2022

Resolution #17, 6/21/2022

(3). Insurance Claims:

-15101 Glade Drive [B10] #2G Fitzpatrick:

-Upon motion duly made, the Board agreed,

To approve the payment of \$1,173.94 to LWMC from GL611800-02 Insurance Claims/Deductible for the repair of damages to Unit #1G resulting from a toilet leak.

Resolution #18, 6/21/2022

-Upon motion duly made, the Board agreed,

The Board agrees to request reimbursement of \$1,098.36 from the unit owner of 15101 Glade Drive, Unit #2G [Fitzpatrick] for repair of damages resulting from a toilet leak.

Resolution #19, 6/21/2022

-15101 Glade Drive [B10] #3B Or:

-Upon motion duly made, the Board agreed,

The Board approves the payment of \$2,949.08 to LWMC from GL611800-02 Insurance Claims/Deductible for the repair of damages to Units #2B and #1B resulting from a toilet leak.

Resolution #20, 6/21/2022

-Upon motion duly made, the Board agreed,

To request reimbursement of \$2,949.08 from the unit owner of 15101 Glade Drive, Unit #3B [Or] for repair of damages resulting from a toilet leak --- and to assess the amount against the owner's account as a continuing obligation until paid.

Resolution #21, 6/21/2022

-15121 Glade Drive [B13] #3E Francis:

-Upon motion duly made, the Board agreed,

To approve the payment of \$5,000.00 to LWMC from GL611800-02 Insurance Claims/Deductible for the repair of damages to Unit #1C at 14 Vantage Hill Court resulting from a car crashing into the unit.

Resolution #22, 6/21/2022

-Upon motion duly made, the Board agreed,

To request reimbursement of \$5,000.00 from the unit owner of 15121 Glade Drive, Unit #3E [Francis] for repair of damages resulting from her car crashing

into the unit at #14 Vantage Hill Court--- and to assess the amount against the owner's account as a continuing obligation until paid.

Resolution #23, 6/21/2022

9. Property Maintenance Report:

1. Project Updates: Elevators- Information about capital planning for the elevators was sent to the board for review several days before this meeting. Ms. Viney said that a Special Board of Directors Meeting would be held soon to discuss the proposed 3-year \$750,000-plus plan in depth.

2. Proposals: Frost Cleaning Services:

-Upon motion duly made, the Board agreed,

To renew the contract with Frost Cleaning Services for janitorial services in apartment buildings from June 30, 2022, to July 1, 2023, at a cost of \$4,100 per month, and to approve the recurring monthly payments on presentation of an invoice out of GL620700-100001 to be mailed to Frost Cleaning Services at 4610 Adrian St., Rockville, MD 20853.

Resolution #24, 6/21/2022

-Upon motion duly made, the Board agreed,

To accept Frost Cleaning Services proposal to clean the first-floor carpeting in all apartment buildings at a cost of \$2,000.00, to be paid on completion and presentation of an invoice from GL620200-06.

Resolution #25, 6/21/2022

-Upon motion duly made, the Board agreed,

To accept McFall & Berry's proposal #4254 for soil amendment and seeding at rear of 15127 & 15133 Vantage Hill Rd, and the removal of two trees behind 15137 & 15141 Vantage Hill Rd. in the amount of \$1,842.00, to be paid on completion and presentation of invoice from GL 621400-02.

Resolution #26, 6/21/2022

10. Open Forum-

-Ms. Ames expressed concern about residents feeding the birds/animals.

-Mr. O'Neil requested the addition of Ms. Leona O'Reilly to the landscape committee:

-Upon motion duly made, the Board agreed,

To appoint Leona O'Reilly to a one-year term on the Landscape Committee.

Resolution #27, 6/21/2022

11. Next Meeting – Tuesday, July 19, 2022, at 2:00 a.m. Hybrid

12. Adjournment – The meeting adjourned at 3:41 p.m.

Carol Ames, Secretary