



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

TUESDAY, JULY 19, 2022

Resolution #32-39

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, July 21, 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: None

MANAGEMENT: Melissa Pelaez, Assistant General Manager
Danesca Pineda, Mutual Assistant

ZOOM VISITORS: Laura Wiltz, Jessie Fitzpatrick, Ronald Guidry, Jaqueline Rabinow, Maxine Hooker, Cathy Madden, Julie Gibbons

VISITORS IN SULLIVAN ROOM: Rick Kaiser; Leona O’Reilly

1. Call to order – President Viney called the meeting to order at 2:02p.m.
2. Community Report – Ms. Melissa Pelaez presented the Community report for the month of July 2022.
3. Adoption of Agenda – The agenda was adopted as amended. Amended agenda to be filed with same meeting date.
4. Approval of Minutes
 - a. Approval of Minutes of June 21, 2022, Regular Board Meeting– The minutes were approved, as amended.
 - b. Approval of the Special Meeting Minutes of June 7, 2022- The minutes were approved as presented.
5. LWCC Report - Mr. Roger Blacklow’s report was included in the agenda packet for all board members to review.
6. President’s Report- Ms. Viney shared with the board that furniture had disappeared in

Building 13 common areas. A memo was sent out to residents about it. Ms. Viney will write something in the Grapevine just so all residents are aware.

Ms. Viney also informed the board the Annual Audit Report was completed and provided to the Board. She has a few extra hard copies and to contact her to acquire a hard copy.

Upon motion duly made, the Board agreed,

To appoint Sheila Becker [B14-3A] to serve on the Budget & Finance Committee until the end of the Board's 2023 term.

Resolution #32, 7/19/2022

Upon motion duly made, the Board agreed,

To authorize the Accounting Dept. to reimburse LWMC 30% [approximately \$70,000] of the 2022-2023 property insurance premium on or about August 1, 2022, from Contingency Reserves [GL690000-120001] as a partial lump-sum payment, the balance to be paid monthly from Operating funds.

Resolution #33, 7/19/2022

a. Property Insurance Premium- Ms. Viney stated that our insurance premium will have another increase which will affect the 2023 budget; she is not yet aware of the amount.

7. Secretary's Report –

- a. Unit Status Report- report was included in the agenda packet for all board members to review.
- b. Building Rep report: n/a
- 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 – Mr. Leber, Treasurer, presented the lists 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	\$506.56	620300-100007	<u>LWMC Invoice # 213795</u> – Bldgs. 10-17- Tested emergency lights. For the month of June 2022. Replaced fixtures in building 13, (3 rd floor), building 14(near unit 1G, 3C), building 15(at unit 2F), building 16(at unit

			1B) replaced bulb out between units 3D and 3E. Dated: 6/30/2022
2	\$279.00	621000-100006	<u>LWMC Invoice # 214052</u> - Tier stoppage. Asked unit above not to use sink. Ran 40 feet cable to clear drain at 15111 Glade Dr. unit 12-1F. Dated: 7/6/2022
3	\$438.00	621100-100008	<u>Dynalectric Invoice #43317</u> – Troubles at building 15, unable to determine the cause. General foreman or FA w/truck, service apprentice, service van. Dated: 6/27/2022
4	\$126.00	621400-100002	<u>McFall & Berry Invoice # 216332</u> - plant material watering, water service on 5, 10, 24, 31. Dated: 6/23/2022
5	\$200.00	621600	<u>J and M Construction Solution LLC invoice # 2086</u> . Reported leaks in the bedroom added precautionary caulked and sealed for now at 15123 Vantage Hill Rd. Dated: 12/21/2021
6	\$965.00	611200	<u>Montgomery County DHCA invoice # Inv202316484</u> - Registration fee. Dated: 6/27/2022
7	\$488.00	621000-100006	<u>J The Plumber invoice # 000715</u> - Cut out old hose bib to the back on the house. Installed new shutoff valve under the kitchen sink. Installed new frost-free hose bib and secured to the wall. Dated; 6/27/2022
8	\$215.50	611900-100001	<u>RB Rees Broome, PC Attorney at Law Invoice # 1295650</u> - Bylaw Amendment. Dated: 6/30/2022
9	\$189.14	612500	<u>Reimbursement to Ms. Kathleen Viney</u> – for Staples Connect, Ink, paper, Recycling limit. Dated: 6/9/2022

Resolution #33, 7/19/2022

(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	\$2,000.00	620200-100006	<u>Frost Cleaning Invoice # 3056-</u> All 8 Buildings, first floor only carpet cleaning. Dated: 7/6/2022
2	\$1,097.00	621100-100018	<u>Dynalectric Invoice # 43491-</u> Quarterly sprinkler tamper/flow test. Dated: 7/11/2022
3	\$1,659.56	621400-100002	<u>McFall and Berry Invoice #216349-</u> April 2022 site enhancements at 3511 Interlachen Dr. Dated: 6/30/2022

Resolution # 34, 7/19/2022

9. Property Maintenance Report:

1. Project Updates: Sump pumps. J the Plumber is working on putting new Sum Pumps in Buildings 11,13, and 16.

2. Proposals: S&K Roofing, S&K SureStart Rafters for Building 13 repair of rafters and replacement of roofing because on-going leaks and general failure of 2012 job. Ms. Viney stated we are unable to go back to either manufacturer or initial installer for any satisfaction.

Upon motion duly made, the Board agreed,

To approves the S&K Roofing proposal TC-185505 R230 dated June 30, 2022, to replace the building and carport roof at 15101 Glade Drive [Bdg.10] with architectural shingles and replace one (1) Velux skylight in the total amount of \$91,407.00, and [as needed] plywood decking at \$110/sheet and gutters at \$7/LF. A down payment of 30% [\$27,422] is to be paid immediately and the balance on completion and presentation of an invoice out of Replacement Reserves GL690000-100015

Resolution # 35, 7/19/2022

Upon motion duly made, the Board agreed,

To approve the S&K Roofing proposal to repair broken rafters at 15101 Glade Drive [Bldg.10] at a cost of \$560.00, to be paid on completion and presentation of an invoice out of GL621600 Roof & Gutter Repair.

Resolution # 36, 7/19/2022

-Upon motion duly made, the Board agreed,

To approve the S&K Roofing proposal to inspect the rafters in Buildings 12, 15, & 17 at a cost of \$840.00 to be paid on completion and presentation of an invoice out of GL621600 Roof & Gutter Repair.

Resolution # 37, 7/19/2022

-Upon motion duly made, the Board agreed,

To approve the S&K Roofing proposal to repair broken and cracked rafters found during the inspection of Buildings 12, 15, & 17 at a cost of \$85/man hour plus materials to be paid on completion and presentation of an invoice out of GL621600 Roof & Gutter Repair.

Resolution # 38, 7/19/2022

10. Landscape Report:

-Mr. O'Neil reported that Aaron Tenley from the Grounds Department will provide some proposals for trees around the golf course.

-Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15133 Vantage Hill Rd. [Rossomondo] in the amount of \$290.00 for landscape maintenance costs [GL 621400-02] related to MFB Amended Proposal #4254, and to assess \$290.00 against the unit account until paid.

Resolution # 39, 7/19/2022

11. Open Forum:

-Ms. Ames said residents had expressed concerns to her about drivers not stopping prior to the pedestrian crosswalk at the intersection of Glade and Interlochen. Two residents of Vantage Hill Rd also said people were not stopping at the Glade intersection with Vantage Hill.

-Mr. Faggett expressed exterminator needed for Building 13 because of mouse problems.

12. Next Meeting – Tuesday, August 16, 2022, at 2:00 a.m. using the Hybrid format.

13. Adjournment – The meeting adjourned at 3:36 p.m.

Carol Ames, Secretary