



REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, AUGUST 16, 2022

**Resolution #40-50**

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, August 16, 2022, at 2:00 p.m.

**DIRECTORS PRESENT:** Kathy Viney, President; Jim O’Neil, Vice President; Gary Leber, Treasurer; Jane Carona, Director; John Loveday, Director (via zoom: Tel)

**DIRECTORS ABSENT:** Carol Ames, Secretary; Walter Faggett, Director;

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

**ZOOM VISITORS:** Sharman Dupree, Maureen DeSouza, Ann Dukes, Sheila Becker, and Mary Vaughan

**VISITORS IN SULLIVAN ROOM:** Bob Kimble, Leona O’Reilly, Cathy Madden, Julie Gibbons

1. Call to order – President Viney called the meeting to order at 2:04p.m.
2. Community Report – Ms. Melissa Pelaez presented the Community report for the month of August 2022.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes
  - a. Approval of Minutes of July 19, 2022, Regular Board Meeting– 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 informed the board that she bought a label maker to use for Mutual material.

- a. CCOC training- Ms. Viney informed new board members without training that the need to get their training/certificate within the next 30 days.
- b. Electric Vehicle Webinar- Ms. Viney shared information for anyone who is interested.

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: was included in the agenda packet for all board members to review.
- 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.

- (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:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice #/ Description/ Inv. Date #:</u></b>
1	\$460.55	620300-100007	<b><u>LWMC Invoice # 215219-</u></b> Buildings 11,13, 16, repaired lighting and outlets in elevators pits-checked lights and outlets below elevators, replace outlet for pump in building 13 also replaced ballast in fixture; installed LED RAB tubes, replaced outlet for sump pump in bldg..16. Dated: 7/26/2022
2	\$403.00	620300-100007	<b><u>LWMC Invoice # 215135-</u></b> Buildings 10-17- tested emergency lights for the month of July 2022. Replaced fixtures by unit 11-1f, 11-2a, 11-3a; building 17 3 <sup>rd</sup> floor stairs-used fixtures from mutual 15. Dated: 7/25/2022
3	\$450.00	621400-100002	<b><u>McFall &amp; Berry Invoice # 216958-</u></b> Building 12 fallen plum tree. Building 12, rear of building. Along Vantage Hill Ct. removed 1 split Plum tree with stump. Dated: 7/28/2022
4	\$630.00	621400-100002	<b><u>McFall &amp; Berry Invoice # 216852-</u></b> watering of plants materials on 6,2,9,15,23,30 for a total of 15 hours. Dated: 7/15/2022
5	\$134.00	611900-100001	<b><u>RB Rees Broome, PC Attorney at Law Invoice # 1295650-</u></b> Bylaw Amendment. Dated: 7/31/2022

6	\$153.64	612500	<b><u>Reimbursement to Ms. Kathleen Viney –</u></b> for Staples Connect, ink, paper, Duracell, prints: office supplies. Dated: 7/2022
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**Resolution #40, 8/16/2022**

(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	\$2,132.00	621400-100002	<b><u>McFall and Berry Invoice #216957-</u></b> May walk-through proposal. 15141 Vantage Hill rd, rear of unit-remove 1 declining Oak with stump. 15137 Vantage Hill rd. rear of unit, remove 1 declining crab Apple tree with stump. 15133 Vantage hill Rd. rear of unit; supply and install 1cu yd. of topsoil amendment to exposed roots system of Pine. Add see and curlex. Removed existing foundation debs with planting return to turf. 15127 Vantage Hill Rd. rear of unit supply and install 1 cu yd. of topsoil amended to Magnolia tree. Add see and curlex. Dated: 7/28/2022
2	\$1,155.00	620400	<b><u>Dominion Elevator Inspection Services Invoice # 120956-</u></b> for annual inspection of Mutual 14 buildings 10/11/12/13. Dated: 8/11/2022

**Resolution #41, 8/16/2022**

Upon motion duly made, the Board agreed,

To approve payment of Schindler Invoice #7100497582, a 30% down payment in the amount of \$79,115.87 for three (3) cylinder/jack replacements, to be paid out of Replacement Reserves GL690000-06. **Schindler rep will pick up the check: call Jason Basara at 301-481-4550.**

**Resolution #42, 8/16/2022**

Upon motion duly made, the Board agreed,

To approve progressive payments of Schindler invoices for the three (3) cylinder jack replacements on presentation of invoices, to be paid out of Replacement Reserves GL690000-06.

**Resolution #43, 8/16/2022**

**(c) Insurance Claims:**

Upon motion duly made, the Board agreed,

To approve the payment of \$1,061.60 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a water leak originating from 15111 Glade Drive, Bldg.12, #3G [Cox].

**Resolution #44, 8/16/2022**

Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15111 Glade Drive, Bldg.12, #3G [Cox] in the amount of \$1,061.60 for mitigation and repair of damages resulting from a water leak --- and to assess the amount against the owner's account as a continuing obligation to Mutual 14 until paid.

**Resolution #45, 8/16/2022**

Upon motion duly made, the Board agreed,

To approve the payment of \$5,043.52 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a water leak originating from 3500 Forest Edge Dr. Bldg. 15, #1E [Matthews].

**Resolution #46, 8/16/2022**

Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 3500 Forest Edge Dr., Bldg.15, #1E [Matthews] in the amount of \$5,043.52 for mitigation and repair of damages resulting from a water leak --- and to assess the amount against the owner's account as a continuing obligation to Mutual 14 until paid.

**Resolution #47, 8/16/2022**

9. Property Maintenance Report:

1. Project Updates:
2. Proposal: J The Plumber:

Upon motion duly made, the Board agreed,

To approves J The Plumber proposal/Estimate #001408 for annual testing, permitting cleaning and repair, and reporting to WSSC of backflow devices in all apartments building at a cost of \$3,480.00 to be paid on completion and presentation of an invoice from GL 621000-06 Plumbing Maintenance.

**Resolution #48, 8/16/2022**

3. ABM- Smith-Aman:

Upon motion duly made, the Board agreed,

To approve the ABM submitted by Smith-Aman to replace sliding glass doors at 14 Vantage Hill Ct.

**Resolution #49, 8/16/2022**

10. Landscape Report:

1. Proposal- McFall and Berry #4890

Upon motion duly made, the Board agreed,

To approve McFall & Berry proposal #4890 for removing & replacing shrubs and trees throughout the mutual at a cost of \$4,239.98 to be paid on completion and presentation of an invoice from GL 621400-02.

**Resolution #50, 8/16/2022**

11. Open Forum:

-Ms. Julie Gibbins inquired about how many letters when out to residents about landscaping work, Mr. O'Neil informed her that about 10-12 letters went out.

-Ms. Dupree asked how much time in advance will resident know about the elevator work?

Ms. Viney informed her that I will be about 2 weeks or so.

12. Next Meeting – Tuesday, September 19, 2022, at 2:00 p.m. using the Hybrid format.

13. Adjournment – The meeting adjourned at 2:45 p.m.

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Carol Ames, Secretary