



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JULY 18, 2023

Resolution #30-39

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: 862-9527-1805; Access Code: 500040 on Tuesday, July 18, 2023, at 2:00 p.m.

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

DIRECTORS ABSENT: None

MANAGEMENT: Danesca Pineda, Mutual Assistant

ZOOM VISITORS: Ann Dukes, Gail Rosenburg, Jessie Fitzpatrick

VISITORS IN SULLIVAN ROOM: Annette Loveday, Cathy Madden, Leona

O’Reilly, Stephen Hatos, Cathy Madden, Cindy Wright, Annie Holmes, Janis Jones, Roger Blacklow, Rick Kaiser, Mary Cass

1. Call to order – President Viney called the meeting to order at 2:00p.m.
2. Community Report – The community report was included in the board packet for all boards member review.
3. Adoption of Agenda – The agenda was adopted as amended.
4. Approval of Minutes –
 - a. Approval of Minutes of June 20, 2023, Regular Board Meeting– The minutes were approved, as presented.
5. President’s Report:
 - a. Parking space Rules:

-Upon motion duly made, the Board agreed,

To allow the following Rule to be sent to owners for comment in accordance with the Md. Condominium Act Section 11-111. Use Restrictions/Motor Vehicles, Golf

Carts, and Parking [page 12]: Residents of one-bedroom units may not park more than two vehicles on mutual property. Residents in two- and three-bedroom units may not park more than three vehicles per unit on mutual property.

Resolution #30 7/18/2023

6. Secretary’s Report:

- a. Unit Status Report-Attached for all board members to review.
- b. Building Rep Report-no report

7. Treasurers Report – Mr. Leber presented the list of invoices for approval.

a. June/July 2023 Invoices:

- 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	\$128.00	620300-07	<u>LWMC Invoice #231747-</u> B.14 electrical room and found breaker for said outlet in the off position, turned it back on and tested working property. Dated: 6/29/2023
2	\$544.00	611900-02	<u>RB Rees Broome, PC Invoice # 1355829-</u> for professional services rendered through June 30, 2023. Dated: 6/30/2023
3	\$727.09	620400-02	<u>Schindler Invoice #7153734416-</u> Building 15101 Glade Dr. elevator out of service stuck on 1 st floor, door closed. Technician: Tightened down electrical connections. Dated: 6/22/2023
4	\$205.84	620200-06	<u>Reimburse to Kathy Viney Invoice/Order #96018 -1800-Ceiling-</u> white acrylic egg crate light lens, white acrylic-rebuy, smart cart. Dated: 6/24/2023
5	\$102.05	620300-07	<u>LWMC Invoice # 232188-</u> Building 16-3510 Forest Edge - replaced fixture and bulb in the trash room. Dated: 7/10/2023

Resolution #31 7/18/2023

- (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:**

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>

1	\$1,254.50	611200	<u>Montgomery County DHCA Invoice #202416484-</u> License number 16484 Registration fee 7/1/2023-06/30/2024, No. of unit 193, \$6.50 per unit fee. Dated: 6/30/2023
2	\$4,000.00	690000-16	<u>Reimburse to Kathy Viney Invoice/Order #54634-</u> Installed Shaw carpet at addresses: 15101, 15100, 15111, 15121. Dated: 6/22/2023
3	\$1,648.00	620400-03	<u>Dynalectric Invoice #48406-</u> B.15 performed MD state elevator testing in conjunction with Schindler Elevator and 3 rd party inspector. MD state reporting forms completed and placed in EMR's of each building. Dated: 7/17/2023
4	\$2,750.00	620200-07	<u>Reserve Advisors Final Invoice #239827F-050619 –</u> Reserve study: Dated 7/17/2023

Resolution #32 7/18/2023

b. Insurance Claim; 15111 Glade Dr. 12-1A (Leanza)

-Upon motion duly made, the Board agreed,

To approve the payment of \$20,410.54 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a toilet malfunction at 15111 Glade Drive, Bldg.12, #1A [Leanza]

Resolution #33 7/18/2023

-Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15111 Glade Drive, Bldg.12, #1A [Leanza] in the amount of \$10,000.00 for mitigation and repair of damages resulting from a toilet malfunction --- and to assess the amount against the owner's account as a continuing obligation until paid.

Resolution #34 7/18/2023

c. Delinquency: Resident:

-Upon motion duly made, the Board agreed,

To authorize attorneys Rees Broome to begin lien proceedings against the owner of 3500 Forest Edge Dr. Bldg.15-#3D [Huffman & Hnat] for delinquent assessments and late fees, and to accelerate the collection of assessments due for 2023.

Resolution #35 7/18/2023

-Upon motion duly made, the Board agreed,

To pay Carpet and Vacuum Expo the balance due on Invoice #54634, in the amount of \$4,000.00, out of Replacement Reserves [GL690000-16] on completion of the installation of stairwell carpet.

Resolution #36 7/18/2023

8. **Property Maintenance Report:**

a. Project Updates- Ms. Viney shared that the elevator projects for B.14 & 15 is completed. Ms. Viney also shared that the Vent Cleaning was done last month. If anyone needs their Vents to be clean the deadline for appt. pays by the mutual is August 31, 2023.

b. Frost Cleaning, J The Plumber, and Palmer Brothers: Contract/Proposals:

-Upon motion duly made, the Board agreed,

To renew the Frost Cleaning Services contract and to pay recurring monthly invoices in the amount of \$4,022.64 + tax for the period June 30, 2023 – July 31, 2024.

Resolution #37 7/18/2023

-Upon motion duly made, the Board agreed,

To the proposal of \$3,680.00 from J the Plumber for the annual backflow testing in Bldgs.10-17 [not including repair costs, if any], to be paid on completion and presentation of an invoice from GL621000-06.

Resolution #38 7/18/2023

-Upon motion duly made, the Board agreed,

To the proposal from Palmer Brothers to paint bare plywood on indicated catwalk & balcony ceilings [and re-paint all stair treads - under warranty] at a cost not to exceed \$5,000.00, to be paid on completion and presentation of an invoice from General Maintenance [GL620200-06].

Resolution #39 7/18/2023

9. **Landscape Report:** Mr. O’Neil visited the Atrium yesterday with the committee and they did some pruning.

a. Proposals: n/a

10. **Open Forum:** -Time was provided for residents/unit owners to discuss items not on the Agenda.

11. **Next Meeting** – August 15, 2023, at 2:00 p.m. using the Hybrid format.

12. **Adjournment** – The meeting adjourned at 3:14pm

Gary Leber, Secretary