

ANNUAL MEETING  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
CONDOMINIUM OF ROSSMOOR INC.  
TELECONFERENCE  
THURSDAY, APRIL 16, 2020

AGENDA

1. Call to Order
2. Roll Call of Directors, Management
3. Announcement of Attendance Tally and Quorum
4. Waiver of Reading of Notice of Annual Meeting March 19, 2020
5. Waiver of Reading of Minutes of the Annual Meeting held on April 22, 2019
6. Proforma Approval of Annual Meeting Minutes held on April 22, 2019
7. Appointment of Inspectors of Election
8. List of Candidates
9. Nominations from the Floor
10. Cast of Ballots
11. General Manager's Report
12. Officers' Reports
  - A) President
  - B) Treasurer
  - C) Secretary – Units Status Report
13. Property Maintenance Manager's Report
14. Committee Reports
  - A) Property Maintenance
  - B) Building Reps
  - C) Landscape & Social
15. Open Forum
16. Election Results
17. Announcement of Organizational Meeting
18. Adjournment

MINUTES OF THE ANNUAL MEETING OF  
MUTUAL 14  
April 22, 2019  
Council of Unit Owners of Mutual 14, Inc. -  
Condominium of Rossmoor, Inc.

The Annual Meeting of the Council of Unit Owners of Mutual 14, Inc. – Condominium of Rossmoor, Inc. was held in the Baltimore Room of Clubhouse I, 3700 Rossmoor Blvd, Silver Spring, Maryland, on Monday, April 22, 2019, at 3:00 p.m.

1. Call to Order – Leona O'Reilly called the meeting to order at 3:00 p.m.
2. Introduction of Directors and Leisure World Management – Leona O'Reilly introduced John Radcliffe, Bobbie Palmer, Laura Wiltz, Beth Leanza, Roger Blacklow and Rick Kaiser as members of the Mutual 14 Board of Directors. Leona O'Reilly also introduced Kevin Flannery, General Manager and Kelly Barlow, Mutual Assistant.
3. Waiver of Reading of Notice of Annual Meeting – Leona O'Reilly stated that the notice of annual meeting was mailed to all unit owners on April 3, 2019. Upon motion duly made and seconded, it was unanimously agreed -

That the membership of Council of Unit Owners of Mutual 14, Inc. - Condominium of Rossmoor, Inc. agrees to dispense with the reading of the Notice of Annual Meeting mailed to all unit owners on April 3, 2019.

4. Waiver of Reading the Minutes of the Annual Meeting dated April 26, 2018– Upon motion duly made and seconded, it was unanimously agreed –

That the membership of Council of Unit Owners of Mutual 14, Inc. - Condominium of Rossmoor, Inc. agrees to waive the reading of the previous annual meeting minutes held on April 26, 2018.

5. Approval of Annual Meeting Minutes April 26, 2018 – Upon motion duly made and seconded, it was unanimously agreed -

That the membership of Council of Unit Owners of Mutual 14, Inc. - Condominium of Rossmoor, Inc. agrees to approve the previous annual meeting minutes held on April 26, 2018 as presented.

6. Announcement of Attendance Tally and Quorum - Leona O'Reilly announced there were sufficient units represented in proxy and in person to achieve a quorum.
7. Appointment of the Inspectors of Election – Leona O'Reilly introduced and thanked the inspectors of election – Kenia Callejas, Monica Tejada, and Ernesto Castillo. Jessie Fitzpatrick, Mary Vaughan, and Ramona Brown were appointed as Mutual 14 observers of the ballot tally.
8. Introduction of Slate of Candidates – Leona O'Reilly introduced the 2019 candidates: Jim O'Neil, Barbara Palmer, John Radcliffe, and Richard Saunders.

9. Nominations from the Floor – In accordance with the Maryland Condominium Act, Leona O'Reilly called for nominations from the Floor. No Nominations from the floor.
10. Casting of Ballots for Election – All the Ballots were cast.
11. General Manager's Report – Kevin Flannery, General Manager, presented the General Manager's Report. The report was received, noted and made part of the record.
12. Officers' Report –
  - a. President – John Radcliffe reported.
  - b. Treasurer – Bobbie Palmer reported.
  - c. Secretary – Laura Wiltz reported.
  - d. Unit Status – Laura Wiltz reported the Unit Status for the year.
13. Committee Reports –
  - a. Property Maintenance – Harold Crisp reported.
  - b. Building Rep & Rules – Laura Wiltz reported.
  - c. Landscaping & Social – Sharon Moores reported.
14. Announcement of Election Results – Barbara Palmer and Richard Saunders were elected for the Mutual 14 Board.
15. Questions from Membership – Questions were made and answered.
16. Announcement of Organizational Meeting
17. Adjournment – There being no further business to come before the membership, the meeting adjourned at 3:58P.M.

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John Radcliffe, President

**PRESIDENT'S REPORT**  
**Mutual 14 Annual Meeting – April 16, 2020**

The past year in Forest Glade started out a bit bumpy. A sitting Director resigned immediately following the 2019 Annual Meeting. The new president resigned at the end of the May Board meeting. The vice-president, who ascended to the presidency, abruptly resigning in July. And that is how you ended up with a president you never elected. But you rallied behind me, gave me your support, and together we've achieved a lot and made great progress this past year!

**In no particular order, here are the successes we've shared since the last Annual Meeting:**

- Selected colors for painting the apartment buildings
- Awarded the painting contract (buildings 16 & 17 will be painted as social distancing allows)
- Solicited bids for installing vinyl soffit to undersides of apartment building catwalks
- Approved the architectural standards for new balcony/patio enclosures
- Replaced our trash room doors
- Collected reimbursement from PPD for repair costs of trash men damage to trash room doors
- Repaired our trash room ceilings
- Resolved a lawsuit without spending Mutual money
- Successfully defended the Mutual in a CCOC complaint without incurring any legal fees
- Approved a collection policy that has reduced our delinquency rate
- Acquired a nickname for our Mutual: Forest Glade
- Hired Ronny Cabrera (Diversified Solutions Corp) as our private Property Maint. Manager
- Canceled the "Supplemental Management and Operations Agreement" from LWMC
- Passed the Bylaw Amendment to protect our community from value degradation because of too high a percentage of rental units
- Had high speed internet installed throughout the Mutual
- Offered the convenience and savings of receiving Mutual communications by email to all Forest Glade residence.

**Here are the immediate goals for the next year in Forest Glade:**

- Repair the identified balconies that have been pending for several years. This was frustrating for me. After making a good start, the Board required me to recuse myself, so I was unable to push this through to resolution. I'm hopeful this item will be in the completed column at our next Annual Meeting.
- Resolve a CCOC complaint. I have volunteered to once again represent the Mutual's interests on this matter as I did on the last one. The Board believes this matter can be resolved without incurring legal fees.
- Reduce Mutual cost of the LWMC Management & Operations Agreement

Ruth Hunter, President

# FOREST GLADE MUTUAL 14

## Treasurer's Report at the Annual Meeting - April 16, 2020

### Overview

As has been the case in the past, the Mutual is financially stable and well managed. Thank you to the support of the LW administration and particularly Ingrid Por, Mutual Accountant.

### Collection Policy

In May 2019 there were 14 delinquencies listed including both condominium fees and insurance claims. These have been resolved. In April 2020 there are two new delinquencies that will be addressed at the next board meeting. The written policy is intended to ensure that all residents are treated fairly in the collections of monies owed to the mutual.

### Joint Board and Budget Committee Meetings

This year a quarterly joint committee meeting was instituted to give the board an opportunity to analyze monthly financial reports and more closely review expenditures against budget. This meeting is on the list of recurrent meetings published in the Grapevine and is open to all residents.

### Layman property

As of mid-February, the owed condo fees on this unit exceeded \$48,000.00. In an effort "to stop the bleeding", a lien was placed for \$19,000 (an amount determined by law and the stature of limitations). An additional lien was placed in February 2020 for all fees incurred in 2020. These actions were prompted by Russ Coburn, and we thank him for his interest and commitment. Actions to find ways of getting this unit back on the market are in abeyance .

### Acknowledgment

As I battled a serious illness this past three months, thank you to Kathy Viney for taking over my duties.

### Current Financial Status (as of 2-29-2020)

<u>Replacement Reserve:</u> \$1,711,993.99	<u>Contingency Reserves:</u> \$141,834.71
<u>Maintenance Reserve:</u> \$273,643.28	<u>Operating Funds:</u> \$298,023.67
<b>Total Funds:</b> \$2,425,495.00	

Laura Wiltz, Treasurer Chair, Budget Committee

2020 Unit Status Report

			2020	2019
15101 Glade	B10	Owner Occupied	15	14
		Rentals	5	6
		Unoccupied	1	1
15100 Glade	B11	Owner Occupied	17	17
		Rentals	3	4
		Unoccupied	1	0
15111 Glade	B12	Owner Occupied	18	18
		Rentals	3	3
		Unoccupied	0	0
15121 Glade	B13	Owner Occupied	16	18
		Rentals	3	2
		Unoccupied	2	1
3501 Forest Edge	B14	Owner Occupied	15	17
		Rentals	6	4
		Unoccupied	0	0
3500 Forest Edge	B15	Owner Occupied	12	12
		Rentals	4	5
		Unoccupied	5	4
3510 Forest Edge	B16	Owner Occupied	12	12
		Rentals	8	8
		Unoccupied	1	1
3511 Forest Edge	B17	Owner Occupied	14	14
		Rentals	6	5
		Unoccupied	1	2
Vantage Hill Road & Court		Owner Occupied	21	22
		Rentals	1	1
		Unoccupied	<u>3</u>	<u>2</u>
	Total Owner Occupied		139	144
	Total Rentals		39	38
	Total Unoccupied		<u>15</u>	<u>11</u>
			193	193

Delinquencies >60 days as of 3/16/20: 4

**Property Maintenance Manager Report  
Diversified Solutions, Corp (DSC)  
Mutual 14 Annual Meeting – April 16, 2020**

DSC was contracted directly by Mutual 14 in December 2019. The goal for this collaboration is to develop diverse roles and responsibilities to improve and enhance services that the Mutual was previously receiving while focusing on budgetary savings to the residents. These roles have been expanded and continue to evolve as time progresses due to the Mutual's needs and opportunities. DSC will continue to evaluate different avenues to provide premium services from contractors and vendors while exploring cost saving measures.

**Completed Projects:**

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1	Balcony enclosure Specifications
2	Trash room ceiling repairs
3	Trash room door replacements
4	Elevator repairs, repacking (Schindler)
5	EZ Trap proposals. Including engaging with outside contractors
6	Building 17 Awning
7	Dryer vent cleaning
8	Waste line stack clean out proposal, covering each building
9	Building 14 Entry lights, experimental types
10	Painting contract RFP and contract ratification after lengthy proposal process
11	Soffit Proposal RFP, proposal collection and negotiations
12	Balcony repair RFP, proposal collection, negotiations and contract ratification
13	Balcony repair engineering detail contract, request for secondary opinion

**Financial Highlights:**

For 2020 projects, the savings as of March 2020 is over **\$14,000.00** compared to the same work performed in previous cycles. As the year progresses and more areas are investigated, the savings will increase and will be reported in a timely and accurate manner.

**Our Future Roadmap:**

In the coming year, DSC will continue to provide established essential services to Mutual 14 while striving to set the bar at a higher level with each new project. With the continued assistance and guidance of the Board of Directors and the residents, DSC will continue to advance, improve and modernize the Forest Glade Community.

Property Maintenance Committee  
Report to the Council of Unit Owners  
April 16, 2020

The Property Maintenance Committee is charged with identifying and recommending action for the repair and preventive maintenance of our community's infrastructure. This includes roofs, siding, paint, carpet, elevators, fire alarm systems, masonry, sidewalks, driveways, and streets.

A professional Reserve Study is commissioned every five to seven years to identify the average life expectancy of all these components and what it might cost to repair or replace them. The committee bases much of its annual project list on this Reserve Study. In the past 12 months the following capital improvement projects were completed:

1. Repaving Forest Edge Drive
2. Improving drainage on the Interlachen side of Building 14
3. Repairing the foundation of #6 Vantage Hill Court by installing helical piers
4. Replacing B17's entry awning, and
5. Approving Architectural Standards for the enclosure of apartment patios & balconies [although written specifications are still be developed]

The committee also deals with smaller issues. This past year we found a solution for several wonky hinges on lobby doors, painted lobbies, installed new lobby bulletin boards, replaced damaged light fixtures at B14's entry, and added unit identification to carport spaces. The repair of damages to our new trash room doors, caused by the Trash Collection crews, were billed back to Leisure World.

In the coming months members will see the start of another painting cycle, with two buildings being painted each year over the course of four years. Buildings 16 & 17 will be painted this year, Buildings 12 & 13 in 2021, Buildings 10 & 11 in 2022, and Buildings 14 & 15 in 2023. I'm confident that the Board will also follow the recommendation of the committee and next week approve a contract for installing soffits on the ceilings of all 1<sup>st</sup> & 2<sup>nd</sup> floor catwalks. This will dramatically improve the appearance of our buildings – as well as our property values.

There have been several changes to the PMC's membership, most notably that of Hal Crisp, who actively and ably served on this committee from 2011 until his retirement in September 2019. Despite the efforts of committee members and the Board of Directors to find more residents willing to serve, membership on all mutual committees continues to decline.

On a more positive note, we now have a dedicated Property Maintenance Manager, Ronny Cabrera, who has been of invaluable assistance in undertaking our capital projects.

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Kathy Viney, Chair

On behalf of Richard Bambach, Bob Clipper, Julie Gibbons, and Stan Jones

# **BUILDING REPS COMMITTEE REPORT**

Mutual 14 Annual Meeting – April 16, 2020

## **Building Reps Summary: April 2019 – April 2020**

Building Reps continued to meet every-other month, except for interruptions caused by COVID-19. The meetings cover a wide range of issues including:

- Greeting new residents and giving them information on our Mutual;
- Handling a wide range of incidents within their buildings, which can range from flooding to improper storage on limited common areas;
- A mostly successful effort (with the help of Julie Gibbons) to clean out car storage areas;
- Keeping trash rooms free of clutter;
- Posting approved notices on bulletin boards while keeping those boards free of advertising and also keeping the lobbies free of unapproved items;
- Getting name tags put on mailboxes (Kathy Viney);
- Helping residents with understanding the Mutual's rules;
- Assuring that residents receive important letters from the Mutual, such as ballots; and
- Answering a variety of questions about any number of topics.

Thanks to all current and former Building Reps for what you do.

Roger Blacklow

Secretary

M-14

# LANDSCAPING COMMITTEE REPORT

Mutual 14 Annual Meeting – April 16, 2020

This has been a very expensive year for Mutual 14 in regards to landscaping. Our mutual covers approximately five acres, and we are responsible for all of it except grass cutting, weeding, and snow removal.

We had the drainage problem behind building 14 that needed to be repaired. The cost of this came out of the contingency or reserv funds. We have had several large trees that were planted too close to the building or houses. They had to be removed at a high cost, along with the usual replacement of bushes that have lived a long life but needed to be replaced.

We have to pay for watering of flowers and bushes. That usually comes in at about \$1000 a season.

Let's hope this next year is easier on everything and everyone!

Sharon Moores

# SOCIAL COMMITTEE REPORT

Mutual 14 Annual Meeting – April 16, 2020

This was a very slow year for the social committee as we canceled some events due to lack of interest. We need at least 50 people to use the large room, and the work is too much on volunteers when so few come.

We hope we have solved that problem for the coming year by using a smaller room with a smaller number of people needed, but we have been stopped for now from having any social events.

Sharon Moores