



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, APRIL 16, 2024

Resolution #117-126

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, April 16, 2024, at 2:00 p.m.

DIRECTORS PRESENT: Kathy Viney, President; Gary Leber, Treasurer/Secretary; John Loveday, Director; Jane Carona, Director; Carol Ames, Director (via zoom).

DIRECTORS ABSENT: Walter Faggett, Director; Jim O’Neil, Vice President

MANAGEMENT: Perla Alvarez, Property Manager; Danesca Pineda, Administrator Coordinator

ZOOM VISITORS: Julie Gibbons, Mary Vaughan, Rich Peppin, Jessie Fitzpatrick Lynelle Simpson, Maxine Hooker, and Ramona Scott.

VISITORS IN SULLIVAN ROOM: Cathy Madden, Leona O’Reilly, Annette Loveday, Stephen Hatos, Jackie Butler, Sharon Moores, and Patty Arias.

1. Call to order – President Viney called the meeting to order at 2:01pm
2. Adoption of Agenda – The agenda was adopted as presented.
3. Approval of Minutes –
 - a. Approval of Minutes of March 19, 2024, Regular Board Meeting– The minutes were approved, as presented.
4. Finance-Action Items:
 - . Financial statement- (Attachment, if any)
 - . Invoices under \$1,000- Mr. Leber presented the list of invoices under \$1,000 for Approval.

– 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	\$132.08	620200-100006	<u>LWMC Invoice #244603</u> -3500 Forest Edge Dr. 15-1G- Reinstalled outdoor carpet. Dated: /9/2024.
2	\$85.00	620200-100006	<u>LWMC Invoice #244592</u> - Attic stairs building 12. Close attic hatch door. Dated: 4/8/2024.
3	\$85.00	620200-100006	<u>LWMC Invoice #244253</u> - Building 17 turn on the heater in the trash room. Dated: 3/28/2024.
4	\$85.00	620200-100006	<u>LWMC Invoice# 244393</u> -Building 13 repaired the emergency exit sign that was hanging by wires outside 3G.
5	\$198.00	621000-100006	<u>LWMC Invoice # 243953</u> - 3500 Forest Edge Dr. 15-1G, Snake out the kitchen drain line 15” and cleaned up. Dated: 3/22/2024.
6	\$83.73	612500	<u>Reimbursement to Kathy Viney</u> - Staples-ink recycling, HP 63 xl black/cmy. Dated: 3/25/2024.
7	\$336.00	621400-100002	<u>McFall and Berry Invoice #223816</u> - water plants material as needed-watering service 9/29/2023. Dated: 10/26/2023.
8	\$162.50	611900-100002	<u>RB Rees Broome, PC, Invoice #1402308</u> - for professional services rendered through March 31, 2024.
9	\$212.50	611900-100001	<u>RB Rees Broome, PC, Invoice #1402463</u> - for professional services rendered through March 31, 2024.
10	\$378.00	621000-100006	<u>J The Plumber Invoice #001325</u> -Building 10-3F- repaired broken vent pine in the ceiling above 10-3f. Dated: 4/10/2024.
11	\$356.00	611800-100002	<u>J The Plumber Invoice # 001330</u> - Removed toilet in B.10-2G, found pvc flange spacer silicone to a cast iron flange. Removed spacer and installed new wax seal. Dated: 4/12/24
12	262.87	611800-100002	<u>LWMC Invoice #244741</u> - Replaced kitchen sink j bend and unjammed disposal. Dated: 4/13/2024.

Resolution #117 4/16/2024

Invoices over \$1,000- Mr. Leber presented the list of invoices over \$1,000 for Approval.

– 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	\$1161.00	621100-100018	<u>Dynalectric Invoice #52679</u> - Follow up to backflow preventer replacement when temper switches were temporality disconnected to clear troubles. Dated: 4/12/2024

Resolution #118 4/16/2024

- . Insurance Claims, Liens, etc. (if any)
 - i. Insurance Claims-Hooker 15111 Glade Dr. 1A

– Upon motion duly made, the Board agreed,

To approve the payment of \$176.11 to LWMC from GL611800-02 Insurance Deductible for the mitigation of damages resulting from a water leak at 15111 Glade Drive, Bldg.12, #2E [Hooker].

Resolution #119 4/16/2024

– Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15111 Glade Drive, Bldg.12, #2E [Hooker] in the amount of \$176.11 for mitigation of damages resulting from a water leak --- and to assess the amount against the owner’s account as a continuing obligation until paid.

Resolution #120 4/16/2024

5. Property Management

a. Action Items –

- . Proposals-Dynalectric:

– Upon motion duly made, the Board agreed,

To approve proposal #0524-0720 from **Dynalectric** for required 3-year Infrared Scanning of all electrical equipment at a cost of \$4,406.00 to be paid on completion and presentation of an invoice from GL 620300-07 Electrical Maintenance.

Resolution #121 4/16/2024

– Upon motion duly made, the Board agreed,

To approve proposal #0524-0721 from **Dynalectric** for required 3-year load-side Preventive Maintenance of all electrical equipment at a cost of \$13,068.00 to be paid on completion and presentation of an invoice from GL 620300-07 Electrical Maintenance.

Resolution #122 4/16/2024

- . Proposals- McFall and Berry

– Upon motion duly made, the Board agreed,

To approve the amended proposal #12634 [amended] from **McFall & Berry** for landscaping services at a cost not to exceed of \$7,222.89 to be paid on completion and presentation of an invoice from GL621400-02.

Resolution #123 4/16/2024

– Upon motion duly made, the Board agreed,

To approve the amended proposal #12659 from **McFall & Berry** for landscaping

services at a cost not to exceed of \$3,975.00 to be paid on completion and presentation of an invoice from GL621400-02.

Resolution #124 4/16/2024

- . **Gutter & downspout cleaning** proposal tabled until May meeting.
 - . ABM's-
- Upon motion duly made, the Board agreed,

To approve the **ABM** submitted by 15121 Glade Dr. #1A [Romano] for replacing internal closet doors.

Resolution #125 4/16/2024

- Upon motion duly made, the Board agreed,

To approve the **ABM** submitted by 3500 Forest Edge Dr. #3F [Scott] for renovations in kitchen & bathroom and new flooring. [Approval of kitchen ceiling fan on hold until contractor assures President of viability.]

Resolution #126 4/16/2024

- . Property updates:
 - . Stack Vent Cleaning starts April 22, 2024.
6. Other Business- (if any)
 7. Correspondence- (if any)
 8. Reports-
 - a. LW Community Report- The report was included in the agenda packet for all board member to review and ask any questions during the meeting.
 - b. Unit Status Report- The unit status report will be presented at the annual meeting next week.
 - c. Bldg. Rep. Report- (If any)
 - d. Other (if any)-GAAC summary- Roger Blacklow- the report was included in board packet for all board members to review.
 9. Open Forum- -Time was provided for members to discuss items not on the agenda.
 10. Next Meeting – May 21, 2024, at 2:00 p.m. using the Hybrid form
 11. Adjournment – The meeting adjourned at 3:05 pm

Gary Leber, Secretary