



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

TUESDAY, August 20, 2024

Resolution #43-51

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 Meeting Room A and via Zoom: 301-715-8592; (ID: 862-9527-1805; Access Code: 500040 on Tuesday, August 20, 2024, at 2:00 p.m.

DIRECTORS PRESENT: Kathy Viney, President; Jim O’Neil, Vice President; John Loveday, Treasurer/Secretary; Jane Carona, Director, and Leona O’ Reilly, Director.

DIRECTORS ABSENT:

MANAGEMENT: Perla Alvarez, Property Manager.

ZOOM VISITORS: Jessie Fitzpatrick, Maxine Hooker, Carol Ames, Rich Peppin, and Samuel Kadushin.

VISITORS IN SULLIVAN ROOM: Stephen Hatos, Cindy Wright, Shawn Moores, Julie Gibbons, Cathy Madden, Patty Arias, Annette Loveday, and Diane Reynolds.

1. Call to order – President Viney called the meeting to order at 2:01 pm
2. Adoption of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – July 16, 2024, regular Board meeting were approved as submitted.
4. President: Ms. Viney welcomed the members to the new Administration Building and mentioned the following items: reminder that in order to visit any staff member you are now required to make an appointment; master insurance premium started August 1 and the total increase was 7.63% and property 13.96%.
- 5.. Finance-Action Item
 - a. Invoices under \$1,000- Mrs. Loveday assistant Treasurer/Secretary 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	\$100.00	621000-100006	<u>DL Carpentry-</u> 15141 & 15143 Vantage Hill Rd. spigot gasket repair. Dated 7/17/2024
2	\$308.50	621000-100006	<u>LWMC-Invoice # 247558:</u> clear clogged line at 3500 Forest Edge Dr. Unit 15-1D. Dated /19/2024
3	\$56.84	612500	<u>Reimbursement to Kathy Viney-</u> Ink supply. Dated 7/29/2024
4	\$98.92	620300-100007	<u>LWMC-Invoice # 249441:</u> Replaced bulbs in second and third floor trash rooms in Bldg. 13. Dated 8/6/2024
5	\$106.23	620300-100007	<u>LWMC Invoice # 249525-</u> B.15 replaced ballast and tubes in ceiling of carport. Dated 8/7/2024
6	\$415.00	621000-100006	<u>J the Plumber Invoice # 001491:</u> Replaced rear hose bib at Building 17-unit 1B. Dated 8/7/2024
7	\$168.00	621400-100002	<u>McFall and Berry Invoice # 229370-</u> Watering service for July 31, 2024. Dated 8/9/2024.
8	\$198.00	620300-100007	<u>LWMC Invoice # 249865:</u> Tested emergency lights in buildings 10-17. Dated 8/16/2024

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b. Invoices over \$1,000- Mrs. Loveday, assistant Treasurer/Secretary 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	\$2,070.00	611500	<u>LWMC – for BDO Invoice # 002246446</u> – 50% audit payment. Dated 6/21/2024
2	\$2,100.00	611500	<u>LWMC – for BDO Invoice # 002262445</u> – 2023 income taxes payment. Dated 7/25/2024

Resolution #44- 8/20/2024

c. Insurance Claim-

-Upon motion duly made, the Board approves the payment of \$654.20 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a blocked condensate line at 3500 Forest Edge #2D [Chapman].

Resolution #45- 8/20/2024

- . Collection update- Ms. Viney provided an update on three units.
- . 2025 Budget- Ms. Viney informed the Board that it is now time to start working on the 2025 Budget and that the Board will be scheduling a budget work session in early September.

6. **Property Management-**

a. Action Items

i. Proposals-

– Upon motion duly made, the Board agreed,

To request a journal entry, to credit GL620300-07 Electrical Maintenance \$17,474.00 (\$4,406.00 Dynalectric Inv.#53239 and \$13,068.00 Dynalectric Inv.#53747) and debit \$17,474.00 from GL690000-120001 Contingency Reserve Account.

Resolution #46- 8/20/2024

– Upon motion duly made, the Board approves,

Dynalectric proposal #0524-0906 for Preventive Maintenance repairs to breakers in Building 17 at a cost of \$6,765.00, to be paid on completion and presentation of an invoice from Contingency Reserves GL690000-120001.

Resolution #47- 8/20/2024

– Upon motion duly made, the Board approves,

any Pepco charges for de-energizing & re-energizing Building 17 to allow for Dynalectric repairs, to be paid from Contingency Reserves GL690000-120001.

Resolution #48- 8/20/2024

– Upon motion duly made, the Board approves,

Dynalectric proposal #0525-13363 to upgrade all Emergency Lighting systems in the apartment buildings, at a cost of \$141,260.00, half to be paid on signing and balance upon completion from Replacement Reserves GL690000-100009.

Resolution #49- 8/20/2024

b. ABMs- None

c. Updates (if Any)-

- . Elevator upgrade project started at Building 17 and shall be finished at the end of this week and Building 10 to start week of August 26.
- . Condensate Line Back-Ups- Ms. Viney reported that so far this year the Mutual has had 5 to 6 condensate line incidents and therefore, recommends scheduling main condensation line to be cleaned in Spring of 2025.
- . Upgrade emergency lights, catwalk fixtures (432), photocell 2024-2025- Ms. Viney reported that due to unforeseen expenses the catwalk fixtures and photocells will be on hold.
- . First Floor Carpets- Ms. Viney reported that the Mutual has received one proposal in the amount of \$23,040.00 to remove the 1st floor carpet from all 8 buildings and will be obtaining one more bid for next meeting.

7. **Other Business-**

a. Orkin Services-

– Upon motion duly made, the Board approves,

payment of \$150.00 to Orkin Pest Control - on completion and presentation of an invoice - for exterminating services at 15101 Glade Dr. #3B [Or], and to assess the amount against the unit as a continuing obligation until paid.

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b. Pet Waiver Request- The Board will not consider pet waiver requests for 3 cats.

c. Proposed Bylaw Amendments: Item is tabled to next meeting, and it is requested that a proposal of cost for services by the attorney is obtained to review the bylaw amendments.

- d. Carport Switching- Brief discussion on appointment of carports.
 - e. Balcony Removable Screens- Brief discussion on permitted removable screens on enclosed balconies.
8. Correspondence- Request for reimbursement after flooding of unit-
- Upon motion duly made, the Board denies,
- Owner’s request for reimbursement for damages to personal property incurred in a water event.

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9. 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 was included in the agenda packet for all board members to review.
10. Open Forum- -Time was provided for members to discuss items not on the agenda.
11. Next Meeting – September 17, 2024, at 2:00 p.m. using the Hybrid form.
12. Adjournment – The meeting adjourned at 3:53 pm

John Loveday, Secretary