



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

**Resolution #34-41**

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

DIRECTORS PRESENT: Kathy Viney, President; Jim O’Neil, Vice President; John Loveday, Treasurer/Secretary; Jane Carona, Director (via zoom).

DIRECTORS ABSENT: None

MANAGEMENT: Perla Alvarez, Property Manager (via zoom); Danesca Pineda, Administrator Coordinator

ZOOM VISITORS: Jessie Fitzpatrick, and Stephen Hatos.

VISITORS IN SULLIVAN ROOM: Julie Gibbons, Cathy Madden, Leona O’Reilly, Annette Loveday, Sharon Moores, Jodi Davis, Patty Arias, and Roger Blacklow

1. Call to order – President Viney called the meeting to order at 2:06pm
2. Adoption of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – June 18, 2024, regular board meeting were approved as amended.
4. President: Appointment of Director-  
– Upon motion duly made, the Board agreed,  
To fill the seat vacated by Walter Faggett by appointing **Leona O’Reilly** to serve until a new Director is elected at the 2025 Annual Meeting.

**Resolution #34 7/16/2024**

5.. Finance-Action Item

- . 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	\$600.00	620200-100006	<b><u>DL Carpentry Invoice #62962850</u></b> - clogged downspouts-use the snake to clean gutters and the water flows well in several units in Vantage Hill Rd. . Dated: 6/26/2024.
2	\$177.91	612500	<b><u>Reimbursement to Patrick Leanza</u></b> -15111 Glade Rd. Apt. IA Silver Spring, MD 20906 for 2pin Gx23 base-4100 Kelvin 13 watts, 50 units. Dated: 3/16/2024.
3	\$135.99	621000-100006	<b><u>LWMC Invoice #248234</u></b> -B.10, checked drains in unit IA and 2A at 15101 Glade Dr. (condensate drain). Dated: 7/9/2024.
4	\$375.00	621400-100002	<b><u>McFall and Berry Invoice #228427</u></b> - Prune large Gold mop Cypress hedge 4-5' away from foundation of building to give access to termite company, in several PHs. Dated: 3/30/2024
5	\$800.66	620400-100002	<b><u>Schindler Elevator Invoice #7153964014</u></b> - C powered phone kit k-tech. Dated: 7/2/2024.
6	\$350.00	612500-100006	<b><u>DL Carpentry Invoice#62962858</u></b> - Removed the washer and dryer machine, to work in the closet, then the washer and dryer machine were installed again, to allow for termite treatment. Dated: 1/3/2024
7	\$751.08	612500	<b><u>Reimbursement to Kathy Viney</u></b> - 15101 Glade Dr. 10-1Bfor Freshy- website design and development project work and updates. Staples Pentel Energel, HP xl black ink and paper. Dated: 6/22/2024
8	\$520.00	620400-100003	<b><u>Dominion Elevator- invoice #138984</u></b> - Reinspection 3511 Forest Edge/3510 Forest Edge/3501 Forest Edge/3500 Forest Edge. Dated: 7/15/2024.
9	\$520.00	620400-100003	<b><u>Dominion Elevator- invoice #TBD</u></b> - Reinspection 3511 Forest Edge/3510 Forest Edge/3501 Forest Edge/3500 Forest Edge.
10	\$85.00	620200-100006	<b><u>LWMC Invoice #248437</u></b> - B.10 Screeching door. Dated: 7/12/2024.

11	\$297.00	620200-100006	<b><u>Rees Broome, PC, Invoice #1414597-</u></b> For professional services rendered through June 30, 2024. Dated: 6/30/2024.
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**Resolution #35 7/16/2024**

- . 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	\$1,654.85	620400-100003	<u>Dominion Elevator inspection Invoice #138600-</u> Annual test buildings: 14, 15, 16, and 17. Dated: 6/27/2024.
2	\$1,654.85	620400-100003	<u>Dominion Elevator Inspections Invoice #138599-</u> Annual test buildings: 15100 Glade Dr., 15101 Glade Dr., 15111 Glade Dr., 15121 Glade Dr. Dated: 6/27/2024.
3	\$2,040.000	620400-100003	<u>Dynaletic Invoice #524500-</u> Performed MD state elevator testing in conjunction with Schindler elevator and 3 <sup>rd</sup> party inspector. Dated: 6/27/2024.
4	\$2,700.00	620200-100006	<u>DL Carpentry Invoice #62962851-</u> install a 4" cpvc WYE Pipe, with downspouts adapter and cleanout plug. Dated: 6/26/2024.
5	\$1,121.00	620400-100003	<u>Dynaletic Invoice #54139-</u> Quarterly sprinkler temper/flow switch test. Dated: 7/3/2024
6	\$1,254.50	611200	<u>Montgomery County DHCA Invoice #1NV202516484-</u> Registration fee, period of 7/1/2024 to 6/30/2025. Dated: 6/28/2024.
7	\$1,243.22	611800-100002	A&A Restoration Invoice#6696- 15101 Glade Dr. 2G. Dated: 5/13/2024
8	\$1,368.00	621400-100002	<b><u>McFall and Berry Invoice #228754-</u></b> Early summer provided a spot treatment of

			Fiesta to weedy areas of lawn. Dated; 7/8/2024.
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**Resolution #36 7/16/2024**

- c. Insurance Claims, Liens, etc. (if any)
  - . Collection update- Mrs. Loveday provided an update.
  - . Report on E-rating survey of plaza homes- report was included in the agenda packet for board members to review.

5. Property Management-

- a. Action Items
  - i. Proposal

– Upon motion duly made, the Board agreed,  
 To accept proposal #1509 from J the Plumber to inspect all elevator pit **sump pumps** at a cost of \$1,408.00, to be paid on completion and presentation of an invoice from GL621000-06.

**Resolution #37 7/16/2024**

– Upon motion duly made, the Board agreed,  
 To **reject** proposal #1508 from J the Plumber to jet wash 6 stack vents [locations TBD] at a cost of \$12,580, to be paid on completion and presentation of an invoice from GL621000-06.

**Resolution #38 7/16/2024**

– Upon motion duly made, the Board agreed,  
 To accept proposal #20403 from Backflow Technology for the annual inspection & testing of all **backflow assemblies** and submitting of reports to WSSC, at a cost of \$1,400.00, to be paid on completion and presentation of an invoice from GL621100-18.

**Resolution #39 7/16/2024**

– Upon motion duly made, the Board agreed,  
 To accept the proposal from **Frost Cleaning Services** for janitorial services August 1, 2024, through July 31, 2025, at a cost of \$4,223.00 + tax per month to be paid upon receipt of recurring monthly invoices.

**Resolution #40 7/16/2024**

- b. ABMs (if any)-

1. 3500 Forest Edge 2F- (Moy)-

- Upon motion duly made, the Board agreed,  
To approve the ABM for replacing windows at 3500 Forest Edge Drive #2F.

**Resolution #41 7/16/2024**

c. Updates (if Any)-

- i. Elevator upgrade project starting at Building 17
- ii. Upgrade emergency lights, catwalk fixtures (432), photocell 2024-2025
- iii. Review of capital project for 2024-28- the information was included in the agenda packet for all board members to review.

- Upon motion duly made, the Board agreed,

The Board agreed to request 3 proposals to remove the first-floor carpeting (except on any handicap ramps), and sand & vacuum remaining adhesive, with no residue in rocks, planting beds, or lawns. Proposals to include pricing for 4 buildings in 2024 & 4 buildings in 2025 v. 8 buildings in 2024.

**Resolution #42 7/16/2024**

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 was included in the agenda packet for all board members to review.
- c. Work Request Report - The report was included in the agenda packet for all board member to review and ask any questions during the meeting.
- d. Bldg. Rep. Report (if any)
- e. Other (if any)-

10. Open Forum- -Time was provided for members to discuss items not on the agenda.

11. Next Meeting – August 20, 2024, at 2:00 p.m. using the Hybrid form

12. Adjournment – The meeting adjourned at 3:40 pm

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John Loveday, Secretary