



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

TUESDAY, NOVEMBER 19, 2024

**Resolution #76-92**

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, Nov 19, 2024, at 2:00 p.m.

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

DIRECTORS ABSENT: Jane Carona, Director

MANAGEMENT: Perla Alvarez, Property Manager, Danesca Pineda, Administrative Coordinator

ZOOM VISITORS: Carol Ames, Cathy Madden, Julie Gibbins, and Ann Dukes

VISITORS IN SULLIVAN ROOM: Stephen Hatos, Annette Loveday, Barry Gold, Patty Arias, Bob Moss, Jodi Davis, Cindy Wright, and Sharman Dupree

1. **Call to order** – President Viney called the meeting to order at 2:00 pm
2. **Adoption of Agenda** – The agenda was adopted as presented.
3. **Approval of Minutes** – The October 15, 2024, regular Board minutes were approved as presented.
4. **Approval of Minutes**- Action Without Meeting Res# 75 October 22, 2024- The minutes for Action Without Meeting were approved as presented.
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:**

Invoices **under \$1,000-** for approval-

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	<b>\$82.50</b>	611900-100001	<b><u>Rees Broome PC Attorney at Law Invoice #1428545-</u></b> for professional services rendered through October 31, 2024.
2	<b>\$724.00</b>	611900-100002	<b><u>Rees Broome PC Attorney at Law Invoice #1428545-</u></b> for professional services rendered through Oct 31, 2024.
3	<b>\$206.00</b>	621100-100018	<b><u>Dynalectric Invoice #56209-</u></b> FA panel keys, 8 buildings 16-fire-lite keys. Dated: 10/29/2024
4	<b>\$300.00</b>	620200-100006	<b><u>DL Carpentry Invoice #62962973-</u></b> 3500 Forest Edge 3E-clean the bird's nest and then re-screw the 2"x4" that came off the balcony ceiling. Dated: 11/7/20024
5	<b>\$320.00</b>	620300-100007	<b><u>LWMC Invoice # 253609-</u></b> Tested the emergency lights in buildings 14-17, b.10,11,12,13,14,15,16,17. Dated: 10/31/2024.
6	<b>\$624.80</b>	620300-100007	<b><u>LWMC Invoice #253573-</u></b> B.10-17 tested emergency lights for the month of April 2024, found multiple emergency lights not working. Dated: 10/30/2024.
7	<b>\$396.00</b>	620300-100007	<b><u>LWMC Invoice #253574</u></b> -building 10-17 Test emergency lights for the month of May 2024. Dated: 10/30/2024.
8	<b>\$165.00</b>	620300-100007	<b><u>LWMC Invoice #253586-</u></b> building 10-17 test emergency lights-all lights working properly except for b.14 2a tier is out and there is a broken head in the stairs case next to 1a. Dated: 10/31/2024.
9	<b>\$25.00</b>	620300-100007	<b><u>LWMC Invoice #253589-</u></b> replaced incandescent bulb with LED bulb. Location? -----Dated: 10/31/2024
10	<b>\$85.00</b>	620200-100006	<b><u>LWMC Invoice #253524-</u></b> checked faucet leak and will schedule with resident, resident will move items to allow work to be done. Location? --- Dated: 10/31/2024
11	<b>\$147.84</b>	620300-100007	<b><u>LWMC Invoice #253595-</u></b> building 11 replaced two bulbs and put new cover on fixture. Dated: 10/31/2024
12	<b>\$231.00</b>	620300-100007	<b><u>LWMC Invoice #253593-</u></b> B. 10-17 test emergency lights for the month of October 2024. Dated: 10/31/2024
13	<b>\$104.79</b>	620200-100006	<b><u>Reimbursement to Kathy Viney-</u></b> 15101 Glade Dr. 1B, for pets' bags. Dated: 11/15/2024.
14	<b>\$108.09</b>	612500	<b><u>Reimbursement to Kathy Viney-</u></b> 15101 Glade Dr. 1B, for ink and paper. Dated: 11/15/2024.

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b. Invoices **over \$1,000**- for approval –

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	<b>\$1,230.14</b>	620300-100007	<b><u>LWMC Invoice #253584</u></b> - building 10-17 test emergency lights for the month of June 2024. Dated: 10/31/2024.
2	<b>\$1,662.81</b>	620400-100001	<b><u>Dynaletic Invoice #715428880</u></b> - Services call on Forest Edge elevator requested- broken sill closure on 3 <sup>rd</sup> floor rebuild sill closure. Adjusted car door clutch. Dated: 10/10/2024
3	<b>\$3,287.76</b>	621100-100018	<b><u>Reimbursement to LWMC/Nancy Sprinkle credit card</u></b> - FCC permits renewals for all 8 buildings (\$410.97 per building). Dated: 10/31/2024

**Resolution #77 11/19/2024**

c. Insurance Claim-

i. 15111 Glade Dr. 3G (Cox)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$5,212.41 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **condensate line leak** on 6/21/24 originating at 15111 Glade Dr. Bldg.12, #3G [Cox].

**Resolution #78 11/19/2024**

ii. 3500 Forest Edge#3B (Cohen)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$1,305.18 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **condensate line leak** on 7/31/24 originating at 3500 Forest Edge Dr. Bldg.15, #3B [Cohen].

**Resolution #79 11/19/2024**

iii. 3510 Forest Edge #2G (Clark)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$3,255.25 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **HVAC leak** on 8/18/24 originating at 3510 Forest Edge Dr. #2G [Clark].

**Resolution #80 11/19/2024**

– Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 3510 Forest Edge Dr. #2G [Clark] in the amount of \$3,255.25 for mitigation and repair of damages resulting from an **HVAC leak** on 8/18/24 --- and to assess the amount against the owner's account as a continuing obligation until paid.

**Resolution #81 11/19/2024**

iv. 15121 Glade Dr. 2A (Watson)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$586.26 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **toilet leak** on 8/18/24 originating at 15121 Glade Drive, Bldg.13, #2A [Watson].

**Resolution #82 11/19/2024**

– Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15121 Glade Drive, Bldg.13, #2A [Watson] in the amount of \$586.26 for mitigation and repair of damages resulting from a **toilet leak** on 8/18/24 --- and to assess the amount against the owner's account as a continuing obligation until paid.

**Resolution #83 11/19/2024**

v. 3500 Forest Edge 3E-(Pachenker/Brosky)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$582.95 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **toilet leak** on 9/11/24 originating at 3500 Forest Edge Dr. Bldg.15 #3E [Pachenker/Brosky]. *Reimbursement from unit owner to Mutual 14 will be paid at settlement, expected 12/4/24.*

**Resolution #84 11/19/2024**

vi. 15111 Glade #3E-(Lai)-

– Upon motion duly made, the Board agreed,

To approve the payment of \$507.03 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from a **washing machine leak** on 9/21/24 originating at 15111 Glade Drive, Bldg.12 #3E [Lai]

**Resolution #85 11/19/2024**

– Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 15111 Glade Drive, Bldg.12 #3E [Lai] in the amount of \$507.03 for mitigation and repair of damages resulting from a **washing machine leak** on 9/21/24 --- and to assess the amount against the owner's account as a

continuing obligation until paid.

**Resolution #86 11/19/2024**

d. Collection agreement- 15101 Glade Dr. we tabled to next month.

e. 2025 Budget approval-

– Upon motion duly made, the Board agreed,

To approve the 2025 Budget dated 11/13/2024 for Mutual 14.

**Resolution #87 11/19/2024**

f. 2025 M&O (Amended) approval-

– Upon motion duly made, the Board agreed,

To approve 2025 M&O Agreement (amended) for Mutual 14.

**Resolution #88 11/19/2024**

6. **Property Management-**

a. Updates: Outstanding projects for 2024- Still in the progress of replacing all emergency lights.

b. Proposals-

– Upon motion duly made, the Board agreed,

The Board accepts proposal #3516-s from Marafatsos & Sons for repairs to the **retaining wall** at the end of Vantage Hill Road at a cost of \$12,443.00 to be paid on completion and presentation of an invoice from GL620200-06 [Genl Maint.].

**Resolution #89 11/19/2024**

– Upon motion duly made, the Board agreed,

The Board accepts the proposal from DL Carpentry to blow out leaves from all **Plaza Home gutters** at a cost of \$875.00 to be paid from on completion and presentation of an invoice from GL620200-06 [Genl. Maint.].

**Resolution #90 11/19/2024**

– Upon motion duly made, the Board agreed,

The Board accepts the proposal from LWMC for replacing all the roof-top **photocells** [5 per building] in Buildings 10-17 at a cost of \$5,572.00 to be paid on completion and presentation of an invoice from GL620300-07 [Elec. Maint.].

**Resolution # 91 11/19/2024**

c. ABM- 15121 Glade Dr. 3B (Thoms)

– Upon motion duly made, the Board agreed,

To approve the ABM submitted by 15121 Glade Dr. 13-3B for new kitchen cabinets, countertops, appliances, replace shower lines, replace bathtub tiles, new LVP flooring, painting of entire unit.

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7. **Other Business**- none
8. **Correspondence**- none
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.
  - c. Work Chart- the Property Manager's work chart was included in the agenda packet for all board members to review and ask any questions.
10. **Open Forum**- -Time was provided for members to discuss items included and not on the agenda.
11. **Next Meeting** – December 17, 2024, at 2:00 p.m. using the Hybrid form.
12. **Adjournment** – The meeting adjourned at 3:01 pm

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John Loveday, Secretary