



REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY OCTOBER 21, 2025

**Resolution #47-59**

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, Oct 21, 2025, at 4:00 p.m.

DIRECTORS PRESENT: Kathy Viney, President; Boris De Souza, Vice President; John Loveday, Treasurer/Secretary; Directors: Jane Carona and Stephen Hatos.

DIRECTORS ABSENT: None

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

ZOOM VISITORS: Roger Blacklow, A. Holme, Marcia, Rich Peppin, Ann Dukes, Lynnette Simpson, Samuel Kaushin, Scott Jurgrau and Sharman Dupree

VISITORS in person: Julie Gibbons, Mary Lamb, Sharon Moores, Myriam Sanchez, Sheila Becker, Lewis Cohen, Patty Arias, Bob Moss, Beth Leanza and Leona O'Reilly

1. **Call to order** – President Viney called the meeting to order at 4:03 pm
2. **Adoption of Agenda** – The agenda was adopted as presented.
3. **Approval of Minutes** – The Sept 16, 2025, regular Board minutes were approved as presented.
4. **President's comments**: Ms. Viney shared some important information.
5. **Finance-Action Item**

- a. Invoices under \$1,000- Ms. Viney 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:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice# / Description/ Inv. Date:</u></b>

1	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 3511 Forest Edge Dr. Dated: 10/14/2025
2	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 15101 Glade Dr. Dated: 10/14/2025
3	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 15111 Glade Dr.. Dated: 10/14/2025
4	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 15121 Glade Dr. Dated: 10/14/2025
5	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 3500 Forest Edge Dr. Dated: 10/14/2025
6	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 35110 Forest Edge Dr. Dated: 10/14/2025
7	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 15100 Glade Dr. Dated: 10/15/2025
8	\$410.97	621100-100008	<b><u>Reimb PA cc: MC Dept. of Permitting services:</u></b> 3501 Forest Edge Dr. Dated: 10/14/2025
9	\$38.45	612500	<b><u>Reimb PA cc:</u></b> for copies of keys at Christopher Hardware. Dated: 9/16/2025
10	\$204.00	620300-100007	<b><u>LWMC Invoice # 267581-</u></b> Tested Emergency Sept 2025 lights B. 10-17, 10,12,14,14,15,16,17 all lights are working b.11 in front unit 3a light out, 13 between 2b and 2c lights out. Dated: 9/25/2025
11	\$476.00	620300-100007	<b><u>LWMC Invoice #264297-</u></b> Tested Emergency lights July 2025 in b. 10-17 all working property. Dated: 7/17/2025
12	\$84.00	621400-100002	<b><u>McFall and Berry Invoice #238316-</u></b> watering per occurrence 9/9/2025 and 9/16/2025. Dated: 9/19/2025
13	\$84.0	621400-100002	<b><u>McFall and Berry Invoice #238714-</u></b> Watering per occurrence 9/22/2025/ 9/30/2025. Dated: 10/6/2025
14	\$252.00	611900-100001	<b><u>RB Rees Broome PC Invoice #1503316-</u></b> Professional services rendered through Sept. 30, 2025.
15	\$660.00	611900-100002	<b><u>RB Rees Broome PC Invoice #1503785 –</u></b> Collections for service rendered through Sept 30, 2025.
16	\$121.88	612500	<b><u>Reimbursement to Kathy Viney:</u></b> 15101 Glade Dr. 10-1B- HP black ink. Dated: 9/18/2025
17	\$785.00	620300-100007	<b><u>A&amp;A Restoration Invoice #7052-</u></b> Mold testing at 3500 Forest Edge Dr. 1F. Dated: 9/27/2025

**Resolution #47 10/21/2025**

b. Invoices over \$1,000- Ms. Viney 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:**

	<b><u>Amount:</u></b>	<b><u>GL Code:</u></b>	<b><u>Vendor/Invoice # / Description/ Inv. Date:</u></b>
1	<b>\$1,480.00</b>	621100-100018	<b><u>Backflow Technology Invoice #90377-</u></b> Inspect/test/certify and report, fee to process cross connection reports to WSSC. Dated: 10/8/2025
2	<b>\$1,400.00</b>	620200-100006	<b><u>DL Carpentry Invoice #62963359-</u></b> downspout and gutter replacement with minor repairs at several buildings (b-12/b-11/b-17/b-13/b-14. Dated: 10/10/25
3	<b>\$1,970.00</b>	620200-100006	<b><u>DL Carpentry Invoice #62963358-</u></b> repair and maintenance for various residents' units located on Vantage Hill Rd and Vantage Hill Court, gutter, soffit, and drainage repairs. Dated: 10/8/2025

**Resolution #48 10/21/2025**

c. Insurance Claim- (if any)-

– Upon motion duly made, the Board agreed,

To charge \$6,254.01 against the unit owner at 15101 Glade Dr. #3B [Or] for the mitigation and repair of damages resulting from a water leak and reimburse LWMC for the same amount.

**Resolution #49 10/21/2025**

– Upon motion duly made, the Board agreed,

To approve the payment of \$700.00 to LWMC from GL611800-02 Insurance Deductible for the mitigation and repair of damages resulting from an HVAC leak originating at 3501 Forest Edge Dr. #3C [Mueller].

**Resolution #50 10/21/2025**

– Upon motion duly made, the Board agreed,

To request reimbursement from the unit owner of 3501 Forest Edge Dr. #3C [Mueller] in the amount of \$700.00 for mitigation and repair of damages resulting from an HVAC leak --- and to assess the amount against the owner's account as a continuing obligation until paid.

**Resolution #51 10/21/2025**

d. Other- 2026 M&O Agreement and 2026 draft Budget:

– Upon motion duly made, the Board agreed,

To approve the 2026 Management & Operating Agreement.

**Resolution #52 10/21/2025**

– Upon motion duly made, the Board agree,

To agree to send out the 2026 Draft Budget to unit owners for their 30-day

review.

**Resolution #53 10/21/2025**

6. **Property Management-**

- a. Property Manager's work updates chart was included in the agenda packet for all board members to review and ask any questions.
- b. Proposals (if any)-/Ratify AWM:

– Upon motion duly made, the Board agreed,

To approve the proposal [Option 2] from DL Carpentry to repair the balcony flashing at 3511 Forest Edge Dr. #1A at a cost of \$600.00 and to pay on presentation of an invoice from GL620200-06.

**Resolution #54 10/21/2025**

– Upon motion duly made, the Board agreed,

To approve the proposal from DL Carpentry to paint 3<sup>rd</sup> floor catwalk ceilings, 3<sup>rd</sup> floor balcony ceilings, and new plywood in carport ceilings in Buildings 13 & 14 at a cost of \$5,650.00 to be paid on presentation of an invoice from GL620200-06.

**Resolution #55 10/21/2025**

– Upon motion duly made, the Board agreed,

To approve the proposal #23100 from Backflow Technology for repairs to backflow assemblies at 15101 and 15121 Glade Dr. at a cost of \$1,210.00 to be paid on presentation of an invoice from GL621000-06.

**Resolution #56 10/21/2025**

– Upon motion duly made, the Board agreed,

To ratify the Action Without a Meeting Res # 46 dated October 7, 2025, authorizing acceptance of the following motion:

To accept the proposal from **Surface Tech**, Inc. dated 9/25/2025 for concrete repairs and preparation, FlexKrete broadcast quartz coating, and polyaspartic sealing of first-floor walkways [excluding under stairs and inside "T"s] in eight apartment buildings at a total cost of \$200,000.00, to be paid on satisfactory completion and presentation of invoice(s) from Replacement Reserves [GL690000-01].

**Resolution #46 10/7/2025**

– Upon motion duly made, the Board agreed,

To approve the proposal from **Surface Tech, Inc.** 1) to install carpet in the three Ts of Buildings 10, 11, & 12 at a cost of \$1,300 each [\$3,900.00 total] and 2) to install Schluter strips at edge of carpeting in all Ts in all buildings [24 in total] and to reform the concrete base of pillars along walkways as needed at a cost of \$2,000.00, to be paid on completion and presentation of an invoice from Replacement Reserves GL690000-16.

**Resolution #57 10/21/2025**

c. ABMs- (if any) n/a-17-1F-Wishman/Benko:

– Upon motion duly made, the Board agreed,

To approve the ABM to replace the patio light fixture at 3511 Forest Edge Dr. #1F [Whisman].

**Resolution #58 10/21/2025**

**7. Other Business-**

a. Bldg. 152-D Door not in compliance with/code: PM will write a letter and mail to unit owner.

b. CCOC complaint #2026-025-Felsen vs. Mutual 14-

– Upon motion duly made, the Board agreed,

To reimburse \$102.00 to the owner of 3510 Forest Edge Drive #1E for clearing a blocked drain, payment from GL620200-06

**Resolution #59 10/21/2025**

**8. Correspondence-** none

**9. Reports-**

a. **LW Community Report-** The report was included in the agenda packet for all board members 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 included and not on the agenda.

**11. Next Meeting-** November 18, at 2:00 p.m. using the Hybrid form.

**12. Adjournment** – The meeting adjourned at: 5:31 pm

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John Loveday, Secretary