

MINUTES OF AN ACTION WITHOUT A MEETING  
OF THE BOARD OF DIRECTORS MUTUAL 16  
CONDOMINIUM OF ROSSMOOR, INC.

August 24, 2021

The undersigned being the Directors of the Council of unit Owners of Condominium of Rossmoor, Inc. hereby exercise the powers residing by law in the Directors of said Corporation as follows:

1. All actions taken herein are taken by written consent of the Board of Directors of the Corporation without a meeting as authorized by the provisions of Section 14, Article V of the bylaws duly adopted by this Corporation.
2. The following resolution is hereby adopted:

**To approve proposal submitted by Davis Home Remodeling for driveway caulking throughout Mutual 16. 1/3 down payment is required in the amount of \$4,625.00.**

**Resolution 25, 8/24/2021**

\_\_\_\_\_  
Joan Allston, President

\_\_\_\_\_  
Bob Hortin, Vice President

\_\_\_\_\_  
Paula Seebode, Secretary

\_\_\_\_\_  
Ed Bradley, Treasurer

\_\_\_\_\_  
Doug Allston, Director

\_\_\_\_\_  
John Looney, Director

\_\_\_\_\_  
Betty Davis, Director

# Proposal

Estimate: #02756  
Date: August 26, 2021

Davis Home Remodeling  
Scott Davis  
14325 Blackmon Drive  
Rockville, MD 20853

**Customer:**  
**Doug Alston (Mutual 16 / Leisure world)**

## SCOPE OF WORK

Scrape and Clean expansion joints in 95 driveways. (Single and double driveways)  
Fill expansion joints with foam expansion joint filler as needed.  
Fill joints with expansion joint caulk filler.

DESCRIPTION	DRIVEWAYS	PRICE PER DRIVEWAY	TOTAL
Double driveway clean and fill expansion joints (per driveway)	70	\$150.00	\$10,500.00
Single driveway clean and fill expansion joints (per driveway)	25	\$135.00	\$3375.00
		TOTAL ESTIMATED	\$13,875.00
Price includes all materials		1/3 Down	\$4,625.00
		TOTAL REMAINING	\$9,250.00

Above information is not an invoice and only an estimate of services described above. This estimate is non-contract

If you have any questions concerning this invoice, contact Scott Davis @ 240-463-6134 Email t00lman7@yahoo.com

Thank you for your business!

## Monica Tejada

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**From:** j.looney007@comcast.net  
**Sent:** Tuesday, August 24, 2021 11:44 AM  
**To:** Monica Tejada; Betsy Davis; dkallston@gmail.com; edsubrad@aol.com; Robert Hortin; paulas330@aol.com; Joan Allston  
**Subject:** Re: FW: AWM needed

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Monica,

I approve of this Project for caulking Mutual 16 Driveways.

John R. Looney

On 08/24/2021 5:37 PM Monica Tejada <mtejada@lwmc.com> wrote:

Good morning,

Please see the AWM attached to this email to approve caulking proposal. At your earliest convenience, please send your approval or disapproval via email.

Thank you,

Monica Tejada

Administrative Assistant

301-598-1371

[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)



## Monica Tejada

---

**From:** paulas330 <paulas330@aol.com>  
**Sent:** Tuesday, August 24, 2021 11:51 AM  
**To:** Monica Tejada  
**Cc:** Betsy Davis; dkallston@gmail.com; edsubrad@aol.com; Robert Hortin; j.looney007@comcast.net; Joan Allston  
**Subject:** Re: AWM needed  
**Importance:** High

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve paying a \$4625.00 down payment to Davis Home remodeling for caulking the M16 driveways.

On Aug 24, 2021, at 11:37 AM, Monica Tejada <[mtejada@lwmc.com](mailto:mtejada@lwmc.com)> wrote:

Good morning,

Please see the AWM attached to this email to approve caulking proposal. At your earliest convenience, please send your approval or disapproval via email.

Thank you,

Monica Tejada  
Administrative Assistant  
301-598-1371  
[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)  
<image001.png>

**From:** Joan Allston <[jjallston1@aol.com](mailto:jjallston1@aol.com)>  
**Sent:** Tuesday, August 24, 2021 11:26 AM  
**To:** Monica Tejada <[mtejada@lwmc.com](mailto:mtejada@lwmc.com)>  
**Cc:** [betsytdavis1@gmail.com](mailto:betsytdavis1@gmail.com); [dkallston@gmail.com](mailto:dkallston@gmail.com); [edsubrad@aol.com](mailto:edsubrad@aol.com); [hortin6@aol.com](mailto:hortin6@aol.com); [j.looney007@comcast.net](mailto:j.looney007@comcast.net); [paulas330@aol.com](mailto:paulas330@aol.com)  
**Subject:** AWM needed

Good morning!

Sorry to pile any more work on you but the BOD informally agreed by e-mail to approve the attached proposal from Davis Home Remodeling for driveway caulking.

He is also requiring a down payment of \$4625.

Could we do a AWM approving the attached proposal as well as the required downpayment??

Let me know!

## Monica Tejada

---

**From:** Doug Allston <dkallston@gmail.com>  
**Sent:** Tuesday, August 24, 2021 12:55 PM  
**To:** Monica Tejada  
**Subject:** Re: FW: AWM needed

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve

Doug Allston

On Tue, Aug 24, 2021 at 11:37 AM Monica Tejada <[mtejada@lwmc.com](mailto:mtejada@lwmc.com)> wrote:

Good morning,

Please see the AWM attached to this email to approve caulking proposal. At your earliest convenience, please send your approval or disapproval via email.

Thank you,

Monica Tejada

Administrative Assistant

301-598-1371

[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)



## Monica Tejada

---

**From:** edsubrad@aol.com  
**Sent:** Tuesday, August 24, 2021 12:09 PM  
**To:** Monica Tejada  
**Subject:** Re: AWM needed

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve

-----Original Message-----

**From:** Monica Tejada <mtejada@lwmc.com>  
**To:** Betsy Davis <betsytdavis1@gmail.com>; dkallston@gmail.com <dkallston@gmail.com>; edsubrad@aol.com <edsubrad@aol.com>; Robert Hortin <hortin6@aol.com>; j.looney007@comcast.net <j.looney007@comcast.net>; paulas330@aol.com <paulas330@aol.com>; Joan Allston <jallston1@aol.com>  
**Sent:** Tue, Aug 24, 2021 11:37 am  
**Subject:** FW: AWM needed

Good morning,

Please see the AWM attached to this email to approve caulking proposal. At your earliest convenience, please send your approval or disapproval via email.

Thank you,

Monica Tejada  
Administrative Assistant  
301-598-1371  
[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)



**From:** Joan Allston <jallston1@aol.com>  
**Sent:** Tuesday, August 24, 2021 11:26 AM  
**To:** Monica Tejada <mtejada@lwmc.com>  
**Cc:** betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; hortin6@aol.com; j.looney007@comcast.net; paulas330@aol.com  
**Subject:** AWM needed

Good morning!

Sorry to pile any more work on you but the BOD informally agreed by e-mail to approve the attached proposal from Davis Home Remodeling for driveway caulking.

He is also requiring a down payment of \$4625.

## Monica Tejada

---

**From:** Betsy Davis <betsytdavis1@gmail.com>  
**Sent:** Tuesday, August 24, 2021 1:09 PM  
**To:** Joan Allston  
**Cc:** dkallston@gmail.com; edsubrad@aol.com; hortin6@aol.com; j.looney007@comcast.net; Monica Tejada; paulas330@aol.com  
**Subject:** Re: AWM needed

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I approve the advance payment to Davis (no relation to me) Home Remodeling.  
Betsy Davis

On Tue, Aug 24, 2021 at 11:26 AM Joan Allston <jallston1@aol.com> wrote:  
Good morning!

Sorry to pile any more work on you but the BOD informally agreed by e-mail to approve the attached proposal from Davis Home Remodeling for driveway caulking.

He is also requiring a down payment of \$4625.

Could we do a AWM approving the attached proposal as well as the required downpayment??

Let me know!

Thanks!  
Joan Allston

## Monica Tejada

---

**From:** Robert Hortin <hortin6@aol.com>  
**Sent:** Tuesday, August 24, 2021 1:35 PM  
**To:** Monica Tejada; betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; j.looney007@comcast.net; paulas330@aol.com; Joan Allston  
**Subject:** Re: AWM needed

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve.

Bob Hortin

-----Original Message-----

**From:** Monica Tejada <mtejada@lwmc.com>  
**To:** Betsy Davis <betsytdavis1@gmail.com>; dkallston@gmail.com <dkallston@gmail.com>; edsubrad@aol.com <edsubrad@aol.com>; Robert Hortin <hortin6@aol.com>; j.looney007@comcast.net <j.looney007@comcast.net>; paulas330@aol.com <paulas330@aol.com>; Joan Allston <jallston1@aol.com>  
**Sent:** Tue, Aug 24, 2021 11:37 am  
**Subject:** FW: AWM needed

Good morning,

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Thank you,

Monica Tejada  
Administrative Assistant  
301-598-1371  
[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)



**From:** Joan Allston <jallston1@aol.com>  
**Sent:** Tuesday, August 24, 2021 11:26 AM  
**To:** Monica Tejada <mtejada@lwmc.com>  
**Cc:** betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; hortin6@aol.com; j.looney007@comcast.net; paulas330@aol.com  
**Subject:** AWM needed

Good morning!



## Monica Tejada

---

**From:** Joan Allston <jallston1@aol.com>  
**Sent:** Tuesday, August 24, 2021 3:26 PM  
**To:** Monica Tejada; betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; hortin6@aol.com; j.looney007@comcast.net; paulas330@aol.com  
**Subject:** Re: AWM needed

I approve.

Monica thanks for doing this quickly!

-----Original Message-----

**From:** Monica Tejada <mtejada@lwmc.com>  
**To:** Betsy Davis <betsytdavis1@gmail.com>; dkallston@gmail.com <dkallston@gmail.com>; edsubrad@aol.com <edsubrad@aol.com>; Robert Hortin <hortin6@aol.com>; j.looney007@comcast.net <j.looney007@comcast.net>; paulas330@aol.com <paulas330@aol.com>; Joan Allston <jallston1@aol.com>  
**Sent:** Tue, Aug 24, 2021 11:37 am  
**Subject:** FW: AWM needed

Good morning,

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Thank you,

Monica Tejada  
Administrative Assistant  
301-598-1371  
[Mtejada@lwmc.com](mailto:Mtejada@lwmc.com)



**From:** Joan Allston <jallston1@aol.com>  
**Sent:** Tuesday, August 24, 2021 11:26 AM  
**To:** Monica Tejada <mtejada@lwmc.com>  
**Cc:** betsytdavis1@gmail.com; dkallston@gmail.com; edsubrad@aol.com; hortin6@aol.com; j.looney007@comcast.net; paulas330@aol.com  
**Subject:** AWM needed

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