

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, March 18, 2014**

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 of the Administration Building, on Tuesday, March 18, 2014 at 9:40 A.M.

Directors Present: John Radcliffe, President; Linda O’Neil, Vice President; Agnes Glass, Secretary; Richard Bambach, Treasurer; Barbara Martin, James Moores, Directors

For Management: Jolene King, Asst General Manager; Gloria Robar, Mutual Assistant

Visitors: Harold Crisp, Patrick Leanza, Sharon Moores, Donald Pruett, Jacqueline Rabinow, Kathryn Viney, Elinor Walker

1. Call to Order – Mr. Radcliffe called the meeting to order at 9:40 A.M.
2. Welcome Visitors – Mr. Radcliffe welcomed Harold Crisp, Patrick Leanza, Sharon Moores, Donald Pruett, Jacqueline Rabinow, Kathryn Viney and Elinor Walker to the meeting.
3. General Manager’s Report – Jolene King, Asst General Manager, presented the General Manager’s Report for March 2014. All questions and comments were responded to by Mrs. King.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of the Minutes – The minutes of February 18, 2014 were approved as presented.
6. President’s Comments – There were no comments at this time.
7. Reports – Officers/Committee Chairs –
 - A. Secretary’s Report – Glass-
 - (1) Status Report – (attachment 1)– Copies of the report were

- provided to the Board and reviewed by Mrs. Glass.
- (2) 2 units on the active listing.
- (3) Deaths-Bldg. #10: Clyde Kuester and Margaret Meredith.

B. Treasurer's Report – Mr. Bambach stated that the finances of Mutual 14 remain in a positive posture.

(1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Mr. Bambach.

Upon motion duly made by Richard Bambach, the Board agreed,

To approve the payment of the List of Invoices under \$1,000 in the amount of \$2,331.23. Inclusive of said motion is the extraction of Invoice #9 (Shephard) in the amount of \$200.68 to have charges redirected to the unit owner.

Resolution #70, 3/18/14

To approve the reimbursement in the amount of \$30.68 to Linda O'Neil for cost of vases and sample tiles for elevator repair.

Resolution #71, 3/18/14

To approve the payment of the Kyle Wilson (#12-1G) Insurance claim in the amount of \$778.15-Date of Occurrence: 12/24/13-

Kitchen sink backed up and overflowed. Inclusive of same motion, request is made for the reimbursement of \$778.15 from Kyle Wilson to Mutual 14.

Resolution #72, 3/18/14

To approve the payment of the Insurance Claim in the amount of \$4,364.45-Date of Occurrence: 1/9/14-Sprinkler head in trash

room on the ground floor had burst. Flooding occurred from the 3rd floor trash room, trash chute, elevator shaft and the second and first floor lobbies.

Resolution #73, 3/18/14

To approve the payment of \$3,500.00 to Councilor Buchanan Mitchell, CPAs and Business Advisors for professional services rendered through February 28, 2014 in connection with the

2013

Audit for Mutual 14.

Resolution #74, 3/18/14

Upon motion duly made by Barbara Martin, the Board agreed,

To request that PPD Invoice #25597 in the amount of \$112.28- to replace the leaking section copper water line to the humidifier in the HVAC closet which had frozen and broke @ Unit #16-1E

(Milner), be

paid by unit owner Tony Bugel, 20008 Bragg, Chapel Hill, NC 27517.
Resolution #75, 3/18/14

C. Property Maintenance Committee-(attachment 2) – Copies of the March 6, 2014 minutes were made available to the Board.

Prior to taking action, the contracts were briefly reviewed and discussed. After discussion,

Upon motion duly made by Linda O’Neil, the Board agreed,

To approve the roofing contract – new roof over Bldg. #16, subject to the terms and conditions of the contract as submitted by Clay Kenney Home Improvement, Contract No. #14-107-14 – \$48,360. Inclusive of said motion is Mutual 14 Board of agreement to the contract payment terms as follows: 1/3 commencement of project and 1/3 completion of

Total Price: Director’s deposit, 1/3 project.

Resolution #76, 3/18/14

To approve the agreement for the gutters and downspouts project for Bldgs. #11, #12, #15, and #17, subject to the terms and submitted by The Clay Kenney Home Improvement,

conditions as Contract

#14-106-14 – Total Price: \$36,480. Inclusive of said motion is Mutual 14 Board of Director’s agreement to the contract terms as follows: 1/3 deposit, 1/3 commencement of completion of project.

payment project and 1/3

Resolution #77, 3/18/14

To approve the painting contract – painting of Bldgs. #10 and #11, subject to the terms and conditions as submitted by Paintworx, Contract #14-109-14 – Total Price: \$77,000. Inclusive of said

motion

is Mutual 14 Board of Director’s agreement to the contract payment terms as follows: 1/3 deposit, 1//3 commencement of project

and 1/3

completion of project.

Resolution #78, 3/18/14

To approve the removing existing EPDM at walkways and replace with new EPDM roofing material in the same area for Bldgs.

#11

and #15, subject to the terms and conditions as submitted by Clay Kenney Home Improvement, Contract #14-108-14 – Total Price: **\$50,000**. Inclusive of said motion is Mutual 14 Board of Director’s agreement to the contract payment terms as follows: 1/3 deposit, 1/3 commencement of project and 1/3 completion of project.
Resolution #79, 3/18/14

To approve the carpeting contract – removal and disposal of existing carpeting and replace with carpeting in Bldgs. #11 and #15 on

the 1st,

2nd and 3rd floors subject to the terms and conditions as submitted by the Mid Atlantic Floors, Contract #14-105-14-Total Price:

\$34,392. Inclusive of said motion is Mutual 14 Board of

Director’s
deposit, 1/3
project.

agreement to the contract payment terms as follows: 1/3 commencement of project and 1/3 completion of

Resolution #80, 3/18/14

- D. **Advisory Committee – Glass** – Mrs. Glass stated that building representatives are still needed for Buildings #13 and #17.
- E. **Landscape Committee – Moores** – Mrs. Moores’ report included: (1) The WSCC has left the curbs in a very messy condition. (2) A tree has been ordered for Central Park. (3) A walk around will be conducted in April.
- F. **Social Committee – Moores** – Mrs. Moores stated that help is needed for upcoming social events. Jim and Linda O’Neil and Elizabeth Evans have volunteered. For the picnics, everyone will be asked to help in the clean up.
- G. **Rules Committee – Viney** – There was no report at this time.
- 8. **Grapevine** – There was no report at this time.
- 9. **Unfinished Business** –
 - A. **Move In/Move Out** – There was no discussion at this time.
- 10. **New Business** –
 - A. **2014 Audit Review** – after discussion,

Upon motion duly made by Richard Bambach, the Board agreed,
To request that Dawn Gaynor, Accounting Supervisor, present the Mutual 14 draft Audit report before this Board at its next regular meeting, Tuesday, April 15, 2014.
Resolution #81, 3/18/14

11. LWCC Advisory Committees –
 - A. Education/Recreation-Leanza – (attachment 3) – Copies of the report were provided to the Board.
 - B. Restaurant-Moores – Mr. Moores’ report included: (1) The Committee is working with ER and the Administration Building project. (2) The restaurants are working well. (3) Mr. Moores attended the S/T meeting and found out that currently crosswalks are the Mutual’s responsibility, consideration is being made to have the Trust responsible for the crosswalks.
 - C. Emergency Prep-Pruett – Mr. Pruett reported that representatives from the EPAC would like to attend a meeting and discuss the Emergency Preparedness program.
 - D. Security/Transportation-Pruett – Mr. Pruett stated that the new buses have been upgraded, i.e., user friendly ramps and railings.
12. Open Forum – Items from the Floor: (1) Use of the Grapevine to make the residents aware of the Social Committees need for help. (2) Publish instructions in the Grapevine for proper use of the disposals.
13. Next Meeting – Tuesday, April 15, 2014 – 9:30 A.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 10:40 A.M.

John Radcliffe, President

Agnes Glass, Secretary