

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, April 15, 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, April 15, 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, Bobbie Palmer, Directors

For Management: Tim Coursen, Asst General Manager; Gloria Robar, Mutual Assistant

Visitors: Barbara Bowers, Patrick Leanza, Sharon Moores, Jackie Rabinow, James Towles, Julie Towles, Kathy Viney

1. **Call to Order** – Mr. Radcliffe called the meeting to order at 9:435 A.M.
2. **Welcome Visitors** – Mr. Radcliffe welcomed Barbara Bowers, Patrick Leanza, Sharon Moores, Jackie Rabinow, James Towles, Julie Towles and Kathy Viney, to the meeting.
3. **General Manager’s Report** – Tim Coursen, Asst General Manager, presented the General Manager’s Report for April 2014. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...10. Unfinished Business –B. Overdue Fees. Add...11. New Business – E. Ballot Process.
5. **Approval of the Minutes** – The minutes of March 18, 2014 were approved as presented.
6. **President’s Comments** – There were no comments at this time.
7. **Open Forum** – From the Floor: Suggestion – Attach pictures of candidates to resumes.

8. 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.

B. Treasurer's Report –

(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 \$4,311.61. Inclusive of said motion is the extraction of Invoice #3(Mutual 14/exit lights) in the amount of \$205.96, Invoice #10 (leakage into unit below #15-A), Invoice #15 (dryer vent @ #14-3E Feldmann) and Invoice #16 (check patio ceiling @ #17-1F Killerlain).

Resolution #82, 4/15/14

Upon motion duly made by James Moores, the Board agreed,

To approve the payment of the Leo Thompson (#15-2B) Insurance Claim in the amount of \$2,667.98-Date of Occurrence; 1/7/14-Pipe cracked in wall of #15-2B leaking sewage into #15-1B. Inclusive of same motion, request is made for the reimbursement of \$2,667.98 from Leo Thompson to Mutual 14.

Resolution #83, 4/15/14

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

To approve the payment of \$1,159.42 to LWMC (29465) for the repair of the holes in the trash rooms on all 3 floors/installation of door stops in Building #15-3500 Forest Edge Drive.

Resolution #84, 4/15/14

C. Property Maintenance Committee – Leanza- Mr. Leanza's report

included: (1) Walk through Building #11-checked exit signs, etc.-created building templates/PMC to review their buildings provide reports at its next meeting. (2) Routine Annual

will coordinate with Ronny Cabrera, Special Projects. (3) The

Committee agreed to include the painting of Bldg. #15's metal the 2015 painting project.

vents,
and
Maintenance-

pans in

- D. **Advisory Committee – Glass** – Mrs. Glass suggested that the position of secretary and advisory committee chair be officially combined. It was stated that the President is able to appoint individuals to positions and would preclude the need to go through a bylaw amendment change process. It is noted that Mrs. Glass’ term expires at the upcoming April 24, 2014 annual meeting.
 - E. **Landscape Committee – Moores** – Mrs. Moores’ report included: (1) Walk through the property was conducted on April 14, rotting tree behind the Fowlkes’ unit. (2) Atriums improved. (3) Rock garden being worked on in Central Park.
 - F. **Social Committee – Moores** – Mrs. Moores’ report included: (1) Sign up sheet is out for the Bingo event/soup and subs. (2) Annual meeting social hour is on schedule.
 - G. **Rules Committee – Viney** – Ms. Viney’s report included: (1) Doberman – belongs to son of a resident. (2) Out of state license plates-underage residents within visitation time frame of 90 days.
9. **Grapevine** – There was no report at this time.
10. **Unfinished Business** –
- A. **Annual Meeting- Reminder**: The Annual Meeting is scheduled for Thursday, April 24, 2014.
 - B. **Overdue Fees-** Mr. Radcliffe stated that he will contact John McCabe, legal counsel, to assist in the resolution of the outstanding debt of Unit #14-2B (Swanson/Wells Fargo).
11. **New Business** –
- A. **2013 Audit Review-Gaynor-** Copies of the draft Audit report were provided to the Board. Ms. Gaynor, Accounting Supervisor, reviewed the report and stated that there are changes to the report. After discussion,
- Upon motion duly made by Agnes Glass, the Board agreed,
- To approve the Mutual 14 2013 Audit report with the recommended changes as reviewed by Dawn Gaynor, Accounting Supervisor.
Resolution #85, 4/15/14

B. Patio Temporary Support- Mr. Radcliffe stated that the deteriorating joists of the identified balconies could not be fixed during the winter.

Repairing of the joists calls for cutting of the joists, a collar put around base of the joists and bolted into the concrete pads/which involves welding. The repairing of the joists is the responsibility of the Mutual/bids will be sent out for the project.

C. 4th of July Parade- Joan Reynolds has volunteered to handle the 4th of July parade.

D. 3rd Floor Unit Ceilings- Mr. Radcliffe stated that Hal Crisp has done an extensive study on this subject. Installation of the crown moulding needs to be done properly/moulding needs to be flushed with the wall and attached to the ceiling. Mr. Radcliffe will contact McKenzie Consulting Services to conduct a study regarding the ceilings.

E. Ballot Process- It was agreed that the instructions on the proxy envelope be re-done and that signing of the envelope will count for quorum.

12. LWCC Advisory Committees –

A. Education/Recreation-Leanza – (attachment 3) – Copies of the report were attached to the agenda.

B. Restaurant-Moores – Mr. Moores stated that subjects discussed at the last two meetings involved Clubhouse I.

C. Emergency Prep-Pruett – There was no report at this time.

D. Security/Transportation-Pruett – There was no report at this time.

13. Next Meeting – Tuesday, May 15, 2014 – 9:30 A.M. – Sullivan Room

14. Adjournment – The meeting adjourned at 11:30 A.M.

John Radcliffe, President