

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, May 20, 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, May 20, 2014 at 9:30 A.M.**

**Directors Present: John Radcliffe, President; Linda O’Neil, Vice President; Kathy Viney, Secretary; Barbara Palmer, Treasurer; Barbara Martin, Vickie McCarty, James Moores, Directors**

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

**Visitors: Richard Bambach, Patrick Leanza, Sharon Moores, Donald Pruett, James Towles, Julie Towles**

- 1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 A.M.**
- 2. Welcome Visitors – Mr. Radcliffe welcomed Richard Bambach, Patrick Leanza, Sharon Moores, Donald Pruett, James Towles and Julie Towles to the meeting.**
- 3. General Manager’s Report – Jolene King, Asst General Manager, presented the General Manager’s Report for May 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 April 15, 2014 were approved as presented.**
- 6. President’s Comments – There were no comments at this time.**
- 7. Open Forum – From the Floor: A. Use of microphones. B. Include in President’s Comments in the Grapevine-Landscape Committee has right to conduct walk throughs in the mutual.**

**8. Reports-Officers/Committee Chairs**

**A. Secretary's Report – Viney – Ms. Viney had an introductory meeting with the Building Representatives.**

**(1) Status Report – (attachment 1) – Ms. Viney stated that a more informational report will be provided at the next meeting.**

**B. Treasurer's Report –Palmer –**

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

**Upon motion duly made by Barbara Palmer, the Board agreed,**

**To approve the payment of the List of Invoices (under \$1,000) in the amount of \$7, 246.07**

**Resolution #7, 5/20/14**

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

**To approve the payment of \$1,078.00 to LWMC (32452) for the repair of stopped up master bathroom toilet, tub and sink. Roof vent had to be snaked twice/pulled manhole cover and snaked in both**

**directions.**

**line from roof**

**located and repaired**

**Pulled both toilets and ran camera snake/snaked mail**

**and pulled mud back. Problem area needs to be**

**@ #2-C (Lamb).**

**Resolution #8, 5/20/14**

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

**To approve the payment of the Robin Hopkins (#12-1F) in the amount of \$1,187. 99-Date of occurrence: 3/17/14-kitchen drain backed**

**up and**

**30 feet and**

**overflowed, cleared with 3/8” cable and K-50. Snaked**

**found blockages. 1½ hour to clean cable.**

**Resolution #9, 5/20/14**

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

**To approve the payment of \$2,251.10 to Fire Mak, Inc-Invoice**

**#11395-Invoice Date: 3/20/14 for work performed on the back preventor in Bldg. 15.**

**flow**

**Resolution #10, 5/20/14**

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the payment of \$2,910.00 to McFall/Berry-Invoice #:167060-Invoice Date: 4/28/14-for the supplying of labor and material to perform work as specified in Proposal #11-15100 Glade Drive.  
#14010-@ Bldg.  
Resolution #11, 5/20/14

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the payment of the balance due amount of \$32, 402.00 to Clay Kenney Home Improvement-Invoice #766-Invoice Date: 5/14/14- for the 2014 Roof Project @ Bldg. #16-3510 Forest Edge Drive.  
Resolution #12, 5/20/14

C. Property Maintenance Committee – Leanza- Mr. Leanza’s report included: (1) Roofing project completed @ Bldg. 16. (2) project on going @ Bldg. 11. (3) Pat Leanza, Barbara John Radcliffe met with the welders on May 19- supporting the balconies. Proposals being prepared for submission to Ronny Cabrera. Kram’s unit will be included with balcony railing project. (4) The PMC minutes will be emailed to the MA for inclusion in the Board agenda packet. (5) Residents will be made aware of any ongoing special project in their respective buildings.

Painting  
Martin and  
regarding the 11 posts

D. Advisory Committee – Viney – Ms. Viney’s report included: (1) Need the Building Representatives to be active in their buildings/need to be mobile? (2) Ability to coordinate with Mutual support staff and committees. (3) Rules Committee/oversees issues regarding rules and its enforcement. (4) Welcome visits to new residents/response and return of profile sheets. (5) Building Representatives officially are not to hold residents keys. (6) McFall/Berry will be removing sand from the carports, open lots and streets/work comes under Snow Removal Plan.

E. Landscape Committee – Moores – Mrs. Moores’ report included: (1) Work at Central Park has been completed. (2) Waiting on proposals/watering an issue. All watering invoices will be sent to Mrs. Moores. (3) Grass cutting not done in a timely manner.

F. Social Committee – Moores – Mrs. Moores’ report included: (1) Picnic at Vantage Hill Court-June 10, 2014. (2) Bingo/Soup & Sub Event went well.

- G. **Rules Committee – Viney** – Ms. Viney’s report included:  
(1) Letter sent to resident in Bldg. 17/mattress/furniture on patio, mattress has been removed/junk remains. (2) Letter to resident in Bldg. 11/boxes and junk in carport storage.

9. **Grapevine** – Approval given to place phone numbers and email addresses of the Board and Committees in the Grapevine.

10. **Unfinished Business** –

- A. **Welding-Lead Based Paint** – Subject discussed at 8. Reports-Officers/Committee Chairs-C. Property Maintenance Committee.

Mr. Radcliffe suggested upon receipt of proposals, that the Board makes its decision by conference call or email to proceed with the project in an expeditious manner.

- B. **Krams-Balcony** – Mr. Radcliffe stated that Mr. Krams will work with Ronny Cabrera to remove the sunroom from the balcony.

11. **New Business** –

- A. **Action-Date/Time of Board Meeting** – The Mutual 14 Board will meet at 9:30 A.M. on the 3<sup>rd</sup> Tuesday of the month in the Sullivan Room.

- B. **Action-Crosswalk Painting-(attachment 2)** – After discussion,

Upon motion made by Barbara Palmer, the Board agreed,

To grant authority to the Trustee, Leisure World Community Corporation, to paint crosswalks on Mutual 14’s streets, where they intersect with a Trust street.

**Resolution #14, 5/20/14**

- C. **Move In/Move Out Fees – O’Neil** – Mrs. O’Neil listed the damages caused by moves i.e. broken elevator lights, holding elevator open, broke lobby furnishings, doors off hinges, broken exit doors signs,

carpet damage, railing damage, broken tiles in lobby and elevators and excessive trash resulting in special trash pick ups. It is suggested that consideration be given to establishing a rule to collect a flat fee

for moving in and out. Also, a line item should be included in Mutual

14's 2015 budget upon adoption of the collection rule.

- D. Liu-Request-Temporary Stay of Family (attachment 3) –  
After discussion,

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

To approve Valentine Liu's request to extend the stay of relatives  
(daughter and son-in-law) through July 10, 2014.

Resolution #15, 5/20/14

12. LWCC Advisory Committees –

- A. Education/Recreation-Leanza – (attachment 4) – Copies of the report  
were attached to the agenda.
- B. Restaurant-Moores – There was no report at this time.
- C. Emergency Prep-Pruett – Mr. Pruett would like to have  
representatives from the Emergency Preparedness do a presentation  
at a Board meeting – It was agreed this will be done at the June 17,  
2014 meeting. There will be a Wellness Fair on Thursday, May 22,  
2014.
- D. Security/Transportation-Pruett – Mr. Pruett stated that the new buses  
are in service.

13. Next Meeting – Tuesday, June 17, 2014 – 9:30 A.M. – Sullivan Room

14. Adjournment – The meeting adjourned at 11:00 A.M.

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John Radcliffe, President