

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, July 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, July 15, 2014 at 9:28 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: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant**

**Visitors: Barbara Bowers, Betty Harding, Charles Kaiser, Donald Pruett, Jackie Rabinow, James Towles, Julie Towles, Laura Wiltz**

- 1. Call to Order – Mr. Radcliffe called the meeting to order at 9:28 A.M.**
- 2. Welcome Visitors – Mr. Radcliffe welcomed Barbara Bowers, Betty Harding, Charles Kaiser, Donald Pruett, Jackie Rabinow, James Towles, Julie Towles, and Laura Wiltz to the meeting.**
- 3. General Manager’s Report – Kevin Flannery, General Manager, presented the General Manager’s Report for July 2014. All questions and comments were responded to by Mr. Flannery.**
- 4. Adoption of Agenda – The agenda was approved as presented.**
- 5. Approval of the Minutes – The minutes of June 17, 2014 were approved as amended. 8. G. Rules Committee...at end of Proposal #1 add: “and sent to residents.” and at end of Proposal #2 add: “and sent to residents.”**
- 6. President’s Comments – There were no comments at this time.**
- 7. Open Forum – There were no items for discussion from the Floor.**

8. Reports – Officers/Committee Chairs –

A. Secretary’s Report – Viney –

(1) Status Report – (attachment 1) – Copies of the report was made available to the Board and reviewed by Ms. Viney.

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 James Moores, the Board agreed,

To approve the payment of the List of Invoices (under \$1,000) in the amount of \$6,538.25.

Resolution #23, 7/15/14

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

That LWMC Invoice #35569 in the amount of \$114.50 be redirected to Philip & Rita Klosky, for the replacement of parts and repair to the toilet @ 15135 VHR, #7B. Reference: Mutual 14 Who Pays List/October 4, 2012-Page 2 – “Fixtures, interior plumbing, toilet/sink/tub/shower-replace (R).

Resolution #24, 7/15/14

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

To approve the payment of \$1,065.00 to McFall/Berry-Invoice #:168491-Invoice Date; 6/9/14, Proposal #14176-Perform landscape work as stated on attached McFall/Berry Specification/Price Quote Only Proposal.

Resolution #25, 7/15/14

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

To approve the payment of \$1,650.00 to McFall/Berry-Invoice #:168616-Invoice Date: 6/13/14, Proposal #14180-Remove material under Red Bud tree @ Triangle Bed/supply and install pavers, raised above sidewalk level and selected by M&B.

Resolution #26, 7/15/14

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

To approve the payment of \$1,198.00 to Western Pest Services-Invoice #: 7253153-Dated: 6/13/14-For termite treatment @ 15111 Glade Drive, #12-1D (Townsend).

Resolution #27, 7/15/14

To approve the payment of \$12,705.00 to GTB Enterprise, Inc. dba Paintworx-Invoice #:27234-Invoice Date: 5/7/14-For Painting 2<sup>nd</sup> draw-15101 Glade Drive, Bldg. 10.

Resolution #28, 7/15/14

To approve the payment of \$12,705.00 to GTB Enterprise, Inc. dba Paintworx-Invoice #:27819-Invoice Date: 5/7/14-For Painting 2<sup>nd</sup> draw-15100 Glade Drive, Bldg. 11.

Resolution #29, 7/15/14

To approve the payment of \$16,500 to Clay Kenney Home Improvement-Invoice #:774-Invoice Date: 6/17/14-Installation of EPDM roofing over existing walkways @ Bldgs. 11 & 15-2/3 progress payment Bldg. 11 complete 11 & 15-2/3 progress payment Bldg. 11 complete.

Resolution #30, 7/15/14

To approve the payment of \$16,500 to Clay Kenney Home Improvement-Invoice #:779-Invoice Date; 7/8/14-Installation of EPDM roofing over existing walkways @ Bldgs. 11 & 15-3/3 progress payment Bldg. 15 complete.

Resolution #31, 7/15/14

To approve the payment of \$24, 442.00 to Clay Kenney Home Improvement-Invoice #:778-Invoice Date; 6/26/14-Gutter & downspout project 2014-Bldgs. 11, 12, 15 & 17. Project total-\$36,480.00. Material deposit paid-\$12,038.00. Project complete remaining balance \$24,442.00.

Resolution #32, 7/15/14

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

To approve the payment of \$6,630.00 to RMC Welding, Inc-Invoice #07415-For welding project in Mutual 14.

Resolution #33, 7/15/14

- C. Property Maintenance Committee – Leanza- Copies of the PMC meeting of July 3, 2014 (attachment 2) were provided to the Board. After discussion,

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

To approve installation of a flat roof (an add-on) over the garage between 15151 Vantage Hill Road (Williams) and 15149 Road (Bennett) at an estimated cost of \$3,600 (mutual \$900 (owner expense) for cost of attached roof to the flat

Vantage Hill  
charge) and  
roof.

Resolution #34, 7/15/14

- D. Advisory Committee – Viney – There was no report at this time.

- E. **Landscape Committee – Moores** – Ms. Viney reported that Unit #2C-(Lamb) – Due to major drain back up issue, area is in need of clean-up and re-sodding.

Upon motion duly made by Vickie McCarty, the Board agreed,

To approve and proceed with the clean up and re-sodding @ Unit #2C (Lamb) and to determine at a later date what cost center payment will be made.

**Resolution #35, 7/15/14**

- F. **Social Committee – Moores** – The Ice Cream Social is planned for Tuesday, July 22, 2014.
- G. **Rules Committee – Viney** – An evaluation of responses received regarding Proposals 1 & 2 was presented by Ms. Viney. It was agreed that a more in-depth explanation of the proposals be sent to all Mutual 14’s residents.

- 9. **Grapevine-Beth Leanza** – There was no report at this time.

10. **Unfinished Business** –

- A. **Mice Issue-Windham-(attachment 3)** – Copies of Ms. Winham’s correspondence were provided to the Board. Mr. Radcliffe highlighted the following: (1) Meeting regarding the mice issue at Bldg. 12 at a resident’s home was attended by 2 Board members.  
(2) Since then, Western Pest has installed mice collection boxes to the exterior of Bldg. 12 and trash rooms and placed pellets in the attic.  
(3) It was noted that handling of mice issues on the exterior of the buildings is that of the Mutual. Mice problems within the interior of the unit is the responsibility of the owner.
- B. **Swanson Foreclosure** – Mr. Radcliffe stated that the Swanson account resulted in a loss of \$28,000 and that the unit is under contract.
- C. **Nixon Foreclosure** – Unit is on the market for sale.

11. **New Business** –

- A. **Williams Issue** – It was noted that an ABM was properly submitted requesting the addition of a sunroom at the back of 15151 Vantage Hill Road. The request encroached onto common ground, requiring an easement.

The easement was properly executed; however the owner then withdrew the request, and the easement was never recorded at the Land Record Office. The owner is now in possession of all the proper and legal documents, but has decided not to sell the unit at this time.

12. LWCC Advisory Committees –
  - A. Education/Recreation-Leanza – (attachment 4) – Copies of the report were attached to the agenda.
  - B. Restaurant-Moores- No changes.
  - C. Emergency Prep-Pruett – Mr. Pruett reported that there will be a Fire Safety Event on October 22, 2014, in CHII, from 10:00 AM to Noon and the Fire Department will be on the agenda.
  - D. Security/Transportation-Pruett- Mr. Pruett’s report included:  
(1) Bus survey ongoing. (2) Bus schedule due to change. (3) Ramp issue.
13. Next Meeting – Tuesday, August 19, 2014 – 9:30 A.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 10:40 A.M.

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John Radcliffe, President