

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, September 20, 2016

Res #52-#73

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 Administrative Building, on Tuesday, September 20, 2016 at 9:30 a.m.

Directors Present: Linda O'Neil, President; James Moores, Vice President; Kathy Viney, Secretary; Barbara Palmer, Treasurer, Beth Leanza, Barbara Martin, John Radcliffe; Directors.

For Management: Kevin Flannery, General Manager; Kenia Callejas, Mutual Assistant

Visitors: Ron Krams, Sharon Moores, Jackie Rabinow, Jim O'Neil, Leona O'Reilly, Maxine Hooker, Richard Bambach, Laura Pullen, Carol Emel, Mary Lamb, Gloria McQueen, Maureen de Souza, Harold Crisp.

1. Call to Order – Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mrs. O'Neil welcomed visitors to the meeting.
3. General Manager's Report – Kevin Flannery presented the General Manager's Report for the month of September 2016. The report was received, noted and made part of the record.
4. Adoption of Agenda – The agenda was approved as amended to add (9. F. ABM – 15101 Glade Dr. #10-1B & 8. D. Discussion of wavier fee for displaced units).
5. Approval of Minutes – The minutes for August 16, 2016 were approved as amended to add more explanation to the Minutes of an Action.
6. President's Comments – None.
7. Reports- Officers/ Committee Chairs
 - A. Secretary's Report- Viney-

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

B. Treasurer's Report- Palmer:

(1) Current 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 Kathy Viney and seconded by Bobbie Palmer the Board agreed:

To approve the payment of the List of invoices (8/16/16 through 9/20/16) under \$1,000.00 in the amount of \$3,900.85.

Resolution #52, 09/20/16

Upon motion duly made by Kathy Viney and seconded by Beth Leanza, the Board agreed:

To approve the payment of the following invoices over \$1,000.00

\$1,267.50 REES BROOME, PC #960382 - For Professional Services Rendered through August 31, 2016

Resolution #53, 9/20/16

\$1,298.00 Orkin Pest Control – Termite Service at 2 Vantage Hill Ct. (O'Riley)

Resolution #54, 9/20/16

\$1,298.00 Orkin Pest Control – Termite Service at 6 Vantage Hill Ct. (Lamb)

Resolution #55, 9/20/16

\$4,105.00 NFP #65913-01 – Replace check valves (Bldgs. 10-17)

Resolution #56, 9/20/16

\$19,819.00 NFP #65913-02 – Replace hose valves (Bldgs. 10-17)

Resolution #57, 9/20/16

\$4,575.00 NFP #65913-03 – Hydrostatic Test

Resolution #58, 9/20/16

\$10,780.00 NFP #65913-04 – Relocate risers and remove OS&Y valves

Resolution #59, 9/20/16

Upon Motion duly made by Kathy Viney and seconded by Bobbie Palmer, the Board agreed:

To approve the payment of the following insurance claims

\$677.20 Water supply line under the hall cabinet was leaking; \$384.70 for A&A Restoration #1607211 - water cleanup; \$292.48 for LWMC #13700206 - Repair floor base of cabinet at 3511 Forest Edge Dr. #17-2E (Pflieger, John)

Resolution #60, 9/20/16

To authorize the Mutual Assistant Kenia Callejas to send the owner a letter seeking reimbursement to Mutual 14 from the owner at 3511 Forest Edge Dr. #17-2E for the insurance claim in the amount of \$677. 20

Resolution #61, 9/20/16

\$793.08 A&A Restoration #1606291 – clean up in two unit; Cause: Saddle valve to the icemaker was leaking and water went into the unit below at 3500 Forest Edge Dr. #15-2E (Gold, Betty)

Resolution #62, 9/20/16

To authorize the Mutual Assistant Kenia Callejas to send the owner a letter seeking reimbursement to Mutual 14 from the owner at 3500 Forest Edge Dr. #15-2E for the insurance claim in the amount of \$793. 08

Resolution #63, 9/20/16

\$1,434.53 A&A Restoration #1607192 – clean up in two units; Cause: Main Condensate lines in A&B were clogged and leaking. At 3501 Forest Edge Dr. #14-1B & #14-1A (Goldman, Martin)

Resolution #64, 9/20/16

C. Property Maintenance –

(1) RMC Welding Inc. Proposal –

Upon motion duly made by Barbara Martin and seconded by Kathy Viney, the Board agreed:

To approve the RMC Welding Inc. Proposal for Masonry Work in Buildings 16 & 17 in the total amount of \$14,520.00 and to also approve the payment to come out of the replacement reserves fund.

Resolution #65, 9/20/16

(2) Dryer Vent –

Upon motion duly made by Kathy Viney and seconded by Barbara Martin, the Board agreed:

To approve the proposal from Leisure World Physical Properties for bi-annual dryer vent cleaning at a cost of \$76.00 per unit, and to also approve payment of \$12,616.00 to come out of Maintenance Reserve.

Resolution #66, 9/20/16

(3) McKenize Proposal –

Upon motion duly made by John Radcliffe and seconded by Jim Moores, the Board agreed:

To approve the Colin McKenize proposal Project #2-1505-Z to test the soil at 6 Vantage Hill Ct. (Lamb) in the amount of \$5,800.00.

Resolution #67, 9/20/16

(4) Emergency Light Batteries –

Upon motion duly made by John Radcliffe and seconded by Barbara Martin, the Board agreed:

To authorize PPD to get batteries but not to exceed \$110.00 per battery.

Resolution #68, 9/20/16

- D. Advisory Committee – Kathy Viney – None.
- E. Landscape Committee – Sharon Moores – The sidewalk looks great in Mutual 14 but the grass around it doesn't.

Upon motion duly made by Kathy Viney and seconded by Bobbie Palmer, the Board agreed:

To accept the McFall & Berry Proposal to repair with sod throughout the Mutual for \$5,000.00 to be paid out of the contingency reserves.

Resolution #69, 9/20/16

- F. Social Committee – Sharon Moores – The Halloween Party will be on Oct 31st and will include a DJ as well as a potluck dinner. The party will be \$10.00.
- G. Rules Committee – None.

8. Unfinished Business –

- A. Who Pays and Insurance – The Board had a work session where the Who Pays list was reviewed and redone.
- B. CCOC Complaint – Last month a CCOC complaint was received about the Board's policy of what residents could distribute door-to-door. The Board reviewed it and the attorney would respond to the complaint and the CCOC.
- C. Rental Bylaw Amendments – The Rental Bylaw Amendment is ready to be mailed with a cover letter and a ballot for voting to all the unit owners.
- D. Discussion of wavier fee for displaced units – The Mutual 14 Board made a request to the LWCC Board at their meeting to waive the facilities fee for the three units affected by the fire. It was approved till the end of the year. If the units are still uninhabitable another request will be made.

9. New Business -

A. Proposed 2017 Budget –

Upon motion duly made by John Radcliffe and seconded by Bobbie Palmer, the Board agreed:

To approve the mailing of the Proposed 2017 Budget, annual notification of the Master Policy Insurance Deductible, Who Pays Guide and the Who Pays List to all unit owners for review.

Resolution #70,9/20/16

B. Property Manager – Ron Krams discussed “Buildium.com” a website that can run as a Property Manager.

C. Abandoned Vehicles Report – Barbara Martin reported that an abandoned vehicle was towed at the Boards request for a fee of \$100.

D. Reserve Study –

Upon motion duly made by John Radcliffe and seconded by Kathy Viney, the Board agreed:

To get information about a Reserve Study and discuss at the next Board meeting.

Resolution #71, 9/20/16

E. ABM – 15101 Glade Dr. #10-3A –

Upon motion duly made by Bobbie Palmer and seconded by Barbara Martin, the Board agreed:

To approve the ABM for 15101 Glade Dr. #10-3A carport space #12 to install an outlet in the carport shed.

Resolution #72, 9/20/16

F. ABM – 15101 Glade Dr. #10-1B –

Upon motion duly made by Bobbie Palmer and seconded by Barbara Martin, the Board agreed:

To approve the ABM for 15101 Glade Dr. #10-1B to remodel the master bathroom.

Resolution #73, 9/20/16

10. LWCC Advisory Committees –

- A. Education/ Recreation – Beth Leanza – It is time to apply and/or reapply to the Leisure World Advisory Committees. There will be a flu clinic and a walkathon coming up.
- B. Restaurant – James Moores – None.
- C. Emergency Prep – J. Donald Pruett – There will be a fire forum on October 26th.
- D. Safety/ Transportation – J. Donald Pruett – The Committee will appoint a subcommittee to address the signage on the trust properties.

11. Open Forum – None.

12. Next Meeting – Tuesday, October 18, 2016 at 9:30 a.m. in the Sullivan Room

13. Adjournment - The meeting was adjourned at 11:45 a.m.

Linda O'Neil, President