

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, October 18, 2016

Res #74-#78

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, October 18, 2016 at 9:30 a.m.

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

Directors Absent: Barbara Palmer, Treasurer; Beth Leanza, Director.

For Management: Jolene King, Assistant General Manager; Bill Carr, Director of Physical Properties; Kenia Callejas, Mutual Assistant

Visitors: Ron Krams, Sharon Moores, Jackie Rabinow, Jim O'Neil, Richard Bambach, Carol Emel, Maureen de Souza, Elinor Walker, Barbara Bowers, Robert Coburn.

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 – Jolene King presented the General Manager's Report for the month of October 2016. The report was received, noted and made part of the record.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of Minutes – The minutes for September 20, 2016 were approved as presented.
6. President's Comments – Linda O'Neil reported the following:
  - A. There is a confusion about Physical Proprieties role, and services especially with special projects.

- B. Kevin Flannery attended the 3M Meeting and explained their roles and services but there needs to be more clarification.

7. Jolene King's Report – Jolene King reported the following

- A. Physical Properties is one of the divisions under her management and Bill Carr is the director of Physical Properties for 33 years.
- B. The departments in Physical Properties include electrical, appliance, Hvac, plumbing, special projects, carpentry, an onsite warehouse, customer service representative, a showroom and after-hours.
- C. Physical Properties serves the trust, mutual and individual residents. They are self-supporting which means PPD needs to charge to receive an income to cover expenses.
- D. Physical Properties reports to the Physical Properties Advisory Committee who also come up with the charging rates by comparing 3 outside competitors.
- E. Physical Properties perform 25 to 30 thousand work order per year. PPD works hard to accommodate to any emergency.
- F. Physical Properties help with RFPs, Mutual-wide projects, and supervision which is charged for.

8. 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 Mutual Assistant Kenia Callejas.

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

To approve the payment of the List of invoices (9/20/16 through 10/18/16) under \$1,000.00 in the amount of \$5,811.86.

Resolution #74, 10/18/16

C. Property Maintenance – Linda O’Neil reported the following:

- a. There was a major flood in Bldg. 16 in apartment 2G which went down to apartment 1G.
- b. The PMC committee is going to request an update on Colin McKenzie structural report for the enclosed balcony’s. The Board requested that the committee be more specific about what they want inspected and why.
- c. Soil test “was done” on October 7<sup>th</sup> at the Lamb House, and waiting for results.
- d. Emergency light batteries cost under \$100.00 each and will be operating soon.
- e. It was noted that 3<sup>rd</sup> floor bathroom exhaust fans may not be properly vented. The PMC committee recommend the following,

Upon motion duly made by Kathy Viney and seconded by John Radcliffe, the Board agreed (3 Yay, 1 Nay):

To have Larry from Minkoff to inspect one buildings (Bldg. 10) attic and not to exceed \$500.00.

Resolution #75, 10/18/16

- f. John Radcliffe got 2 bids to perform a termite inspection on all the plaza homes. *Infestation Control* would charge \$35.00 per house to inspect every house inside, outside and give a certification. But *Orkin Pest Control* will perform the same job for free.

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

To accept the Orkin Proposal to inspect the plaza homes for termites coordinated by Sharon Moores at no cost.

Resolution #76,10/18/16

D. Building Rep. Committee – Kathy Viney – None.

E. Landscape Committee – Sharon Moores – A walk through was performed and the landscape committee is watching a tree at the corner of Glade Dr. and North Leisure World Blvd. the tree is rotting from the inside out. There are 5 trees along that same line and the committee is considering taking the trees down and replacing them. To remove the rotting tree and ground the stump the cost is \$1,600.00 which is cheap.

Upon motion duly made by Jim Moores and seconded by Barbara Martin, the Board agreed (3 Yay, 1 Nay):

The Landscape Committee is approved the supplemental appropriation of \$2,000.00 to use in case of an emergency on the tree at the corner of Glade Dr. and North Leisure World Blvd.

Resolution #77, 10/18/16

F. Social Committee – Sharon Moores – The Halloween party will take place on Oct 31<sup>st</sup> and the Holiday party on Dec 6<sup>th</sup>.

G. Rules Committee – None.

9. Unfinished Business – None.

10. New Business -

A. Noise Complaint – A letter will be sent about putting 80% carpet in unit #15-3G because of a noise complaint.

B. ABM: 15121 Glade Dr. #13-1E – Upon motion duly made by Barbara Martin and seconded by John Radcliffe, the Board agreed:

To approve the ABM (Application for Building Modification) for 15121 Glade Dr. #13-1F to replace window & sliding patio door.

Resolution #78, 10/18/16

11. LWCC Advisory Committees –

A. Education/ Recreation – Beth Leanza – Sent her report to the Board.

B. Restaurant – James Moores – The Restaurant Committee discussed the Clubhouse Grille and the dress code.

C. Emergency Prep – J. Donald Pruett – There will be a fire forum on October 26<sup>th</sup>.

D. Safety/ Transportation – J. Donald Pruett – None.

12. Open Forum – None.

13. Next Meeting – Tuesday, November 15, 2016 at 9:30 a.m. in the Sullivan Room

14. Adjournment - The meeting was adjourned at 11:44 a.m.

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Linda O'Neil, President