

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, July 18, 2017

Res #24-#28

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 July 18, 2017 at 9:30 a.m.

Directors Present: Linda O'Neil, President; Beth Leanza, Secretary; Barbara Palmer, Treasurer; Barbara Martin; Jim Moores; Leona O'Reilly, Directors.

Directors Absent: John Radcliffe, Vice President

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

Visitors: Pat Leanza, Harold Crisp, Jackie Rabinow, Cathy Madden, Jim O'Neil, Ron Krams, Sharon Moores, Ruth Hunter, Roger Blacklow, Don Pruett.

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 July 2017. The report was received, noted and made part of the record.
4. Adoption of Agenda – The agenda was approved as amended to add A. Lamb Property Update & B. CCOC Complaint under 8. Unfinished Business.
5. Approval of Minutes – The minutes for June 20, 2017 were approved as presented.
6. President's Comments – None.
7. Reports- Officers/ Committee Chairs
  - A. Secretary's Report- Leanza-
    - (1) Status Report – (attachment 1) – Copies of the report were made available to the Board and reviewed by Mrs. Leanza.
  - B. Treasurer's Report- Palmer:
    - (1) Current Invoices –

\$45.00	1. LWMC #109597 – Removed drain build up from drain assembly and plunged to clear anything left behind at 15100 Glade Dr. #11-2F (Windham, Geraldine)
\$45.00	2. LWMC #109920 – Checked photocell and circuit breaker. Found breaker turned off. Turned breaker back on and lights cover fine in Bldg. 16 carport lights.
\$45.00	3. LWMC #110586 – Checked catwalk lights reset 15amp breaker for carport lights found it tripped in Bldg. 14.
\$49.32	4. LWMC #111060 – Two shark bite couplings blew apart causing leak. Replaced with solder couplings at 15101 Glade Dr. #10-1E (Reuter, Mary Ann)
\$53.38	5. LWMC #110992 – Found breaker tripped again, replaced breaker in Bldg. 14.

- \$53.98      6. LWMC #110378 – Replaced 2 bulbs next to unit 3F. Tested and replaced 1 bulb in trash room in Bldg. 10.
- \$180.80     7. LWMC #110547 – Materials supplied to sub-contractor at 1 Vantage Hill Ct. #3C (Moore, James & Sharon)
- \$192.00     8. LWMC #111539 – Test emergency lights for the month of July Bldgs. #10-17
- \$192.00     9. LWMC #109601– Test emergency lights for the month of June Bldgs. #10-17
- \$254.04     10. LWMC #110109 – Replaced main shut off valve after shutting down building. Restored water to building. Installed access panel, moved plumbing rough in to accommodate new vanity. Installed resident supplied vanity, new water line for vanity at 15100 Glade Dr. #11-2A (Saunders, Richard)
- \$336.00     11. LWMC #110422 – Found sewage and paper in shower. Pulled toilet and snaked using K-60 snaked 60ft W 7/8 cable. Cleared blockage and tested toilet and shower all drains well no. A&A was called for clean up at 3501 Forest Edge Dr. #14-1G (Rosenberg, Martin)
- \$360.00     12. McFall & Berry #194441 – Tree Maintenance at 15127 Vantage Hill Rd.
- \$670.00     13. McFall & Berry #194442 - Tree Maintenance
- \$410.00     14. McFall & Berry #193013 – Work per proposal at 15101 Glade Dr. Bldg. 10.
- \$503.34     15. LWMC – Annual fee for McFall & Berry ADDENDUM B: Watering (June 1 – November 1)
- \$40.99      16. Reimburse Beth Leanza for Bldg. Rep Welcome packet supplies.
- \$965.00     17. DHCA – CCOC licensing registration fee
- \$120.26     18. Resident request for the Mutual to pay invoice. LWMC #101319 – Removed old caulk and re caulked. FOUND OPEN CRACKS IN PATIO CEILING at 15121 Glade Dr. #13-1B (Powers, Dorothy) If approved pay new M-Type invoice upon approval.
- \$45.00      19. Resident Request for the Mutual to pay invoice. LWMC #111000 – Fix the PVC pipe all is well at this time at 3500 Forest Edge Dr. #15-1F (Sinnott, Marie). pay new M-type invoice upon arrival.

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

To approve the payment of the List of invoices (6/20/17 through 7/18/17) except #18 to discuss the issue further under \$1,000.00 in the amount of \$4,441.00.

Resolution #24, 7/18/17

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

To approve the payment of the following insurance claim:

\$5,000.00 Insurance claim for resident who was on oxygen, was smoking and the oxygen caught fire at 15101 glade dr. #10-2G (Martin, Dennis) date of occurrence: 4/24/16. The owner has already submitted a check.

Resolution #25, 7/18/17

C. Property Maintenance – Pat Leanza provided a written report from the PMC meeting. He reported the following highlights from the PMC meeting:

- 1) **Recommendation from Mr. Cabrera about Balconies** – The committee agreed to go forward to the Board Mr. Cabrera’s recommendation that an engineering firm be hired to inspect the balconies after having PPD remove some portions of the enclosures to get access to the rusted areas.

Upon motion duly made by Jim Moores and seconded by Barbara Martin, the Board agreed:

To authorize the PMC to contact PPD to remove some portions of the enclosure of Units 11-1C ,11-1E, 13-1B, and 14-1A to get access to the rusted sections at any needed cost before contacting a structural engineer to inspect.

Resolution #26, 7/18/17

- 2) **Asphalt** – The committee discussed the need to replace the asphalt in front of Bldg. 12 next year. Subsequent to the committee meeting, Mr. Cabrera inspected the area and believes some sections may need immediate attention and there may be advantages to redoing all of Glade Dr.

- 3) **Avery** – The following recommendation was made:

Upon motion duly made by Beth Leanza and seconded by Barbara Martin, the Board agreed:

To approve the Avery Proposal #30 Dated: 7/11/17 to perform work on some stairwells, radiators, and doors to be paid upon satisfactory completion in the amount of \$2,450.00.

Resolution #27, 7/18/17

- 4) **Fire Alarm Update** – The electrical phase is still in the first phase in Bldgs. 14-17. The plumbing phase needs additional work on the rotated valve.

Upon motion duly made by Barbara Martin and seconded by Leona O’Reilly, the Board agreed:

To approve the Dynalectric Quote #0517-0401 REV2 dated 7/7/17 to perform additional work on the valves to be paid upon satisfactory completion in the amount of \$5,200.00

Resolution #28, 7/18/17

- 5) **Trees** – The PMC wanted to suggest to the landscape committee to request the LW arborist review trees in the mutual to be trimmed.
  - D. Building Rep. Committee – None.
  - E. Landscape Committee – Sharon Moores reported that people are leaving the outside faucets running, at least a couple of residents are not taking care of their gardens and a proposal for putting sod back where work on the driveways was performed will be presented later.
  - F. Social Committee – Sharon Moores reported the ice cream social was tonight and the picnic will be in September.
  - G. Rules Committee – None.
8. Unfinished Business –
  - A. Lamb Property Update – The Mutual attorney has yet to hear from the Lamb attorney.
  - B. CCOC Compliant – The dates for meditation are being determined.
9. New Business -
  - A. Rental Bylaw Committee – John Radcliffe will be chairing the rental bylaw committee and he will be asking several Board Members for help. He will be putting together what was send out last year and organizing for the August board meeting.
  - B. Letter to Dorothy Taylor – A letter was mailed to Ms. Taylor and the conditions have improved. The Board will stay alert for any changes and if needed a second letter will go out.
  - C. Stansbury Contract – Several residents have made some suggestions to the Stansbury Contract and a new schedule was requested to be posted.
  - D. Fake email – An email using Linda O’Neil’s email address as a cover was sent asking to transfer money from the mutual account to her personal account to the treasurer but once Mrs. O’Neil became aware she reported it the Board that it was not her. A letter to the Mutual accountant and treasurer was sent. Mr. O’Neil also contacted the attorney and experts to further investigate.
10. Correspondence –
  - A. Ron Krams Proposed Bylaw Amendments – The Board reviewed the propositions.
  - B. Dorothy Taylor Response – The Board reviewed the response.
11. LWCC Advisory Committees –
  - A. Education/ Recreation – Beth Leanza – None.
  - B. Restaurant – James Moores – The grill hired a new chief, Ed will be working more evenings and the Terrace room needs to change their floor.

- C. Emergency Prep – J. Donald Pruett – The process has started for the October 24<sup>th</sup> Fire Forum.
- D. Security/ Transportation – J. Donald Pruett – Mutual 14’s request was tabled for proposals on the crosswalk signage request. A new community officer has been hired.

12. Open Forum – Jackie Rabinow, Sharon Moores, Richard Blacklow, and Ron Krams spoke.

13. Next Meeting – Tuesday, August 15, 2017 at 9:30 a.m. in the Sullivan Room

14. Adjournment - The meeting was adjourned at 11:12 a.m.

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Elizabeth Leanza, Secretary