

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, October 17, 2017

Res #60 - #79

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 17, 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

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

Visitors: Jim O'Neil, Ron Krams, Mary Lamb, Dorothy Taylor, Roger Blacklow, Harold Crisp, Annie Holmes, Kathy Viney, Ruth Hunter, Cathy Madden, Gail Rosenburg, Gloria McQueen, Maxine Hooker, Jackie Rabinow, Stephanie Sidella, Mary Vaughan, Patrick Leanza, Donald Pruett, Carolyn Taylor

1. Call to Order - Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors - Mrs. O'Neil welcomed the visitors present.
3. General Manager's Report - Kevin Flannery presented the General Manager's Report for the month of October 2017. 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 were approved as amended.
6. Approval of Closed Meeting Minutes - The minutes were approved as amended.
7. President's Comments - The President stated that Kevin Flannery would be present during the meeting to clarify any confusion concerning management procedure and advisory to the Board.
8. Reports - Officers/Committee Chairs -
 - A. Secretary's Report - Leanza -
 - (1) Status Report - The report was made available to the Board and presented by Ms. Leanza.

B. Treasurer's Report - Palmer -

(1) Invoices:

1. \$45.00 LWMC #115952 – Inspected front door for repair/replacement at 3500 Forest Edge Dr. #15 – 2A (Gibbons, Julia).
2. \$58.78 LWMC #116706 – Changed ballast in fixture between carport spaces 15 – 16 at 15111 Glade Dr. bldg. 12.
3. \$111.00 LWMC #117592 – Painted front entry door at 15100 Glade Dr. #11-1F (Saunders, Richard).
4. \$116.25 LWMC #117517 – Cleared the kitchen drain with 42 ft. of 5/8” cable. Cleaned cable back at shop at 3510 Forest Edge Dr. #16-1F (Burhoe, Sumner). Credit resident and rebill to Mutual. Pay new M type upon arrival.
5. \$154.00 LWMC #116524 – Reattached top hinge of the trash room door so it would close at 15100 Glade Dr. bldg. 11.
6. \$183.26 LWMC #117052 – Installed striping white paint on the road by bldg. 10 off Vantage Hill Rd.
7. \$192.00 LWMC #116238 – Tested emergency lights in buildings 10 – 17.
8. \$330.38 LWMC #117514 – Tried to clear resident's condensation drain, had to clear common tier drain. A&A called, possible moisture damage at 15111 Glade Dr. #12-1D (Ames, Carol).
9. \$514.15 LWMC #117046 – Adjusted the wooden fence by the transformers. Repaired concrete, installed gate hardware, cut back stairs so gate would open.
10. \$825.70 LWMC #117254 – Cleaned all A/C units and turned the heaters for all lobbies & trash rooms in buildings #10-17
11. \$225.00 McFall & Berry #196455 – Supply/install sod in areas disturbed by installation of new concrete. Remove all debris at 10 Vantage Hill ct. (Glass, Agnes).
12. \$336.00 McFall & Berry #195921 – Watering of plants, shrubs, trees, sod, seed, or as requested by Mutual management from May 1 – December 31, 2017.

13. \$462.00 McFall & Berry #195930 – Watering of plants, shrubs, trees, sod, seed, or as requested by Mutual management from May 1 – December 31, 2017.
14. \$30.00 Orkin #163085489 – Treatment for mice at 3511 Forest Edge Dr. #17 – 3F (Petronne, Ann).
15. \$715.00 Rees Broome, PC #1019554 – Prepare for and attend Board meeting at LW re email issue (\$520.00), review recent emails re threatened CCOC cases; tel John Radcliffe (\$130.00), talk to CCOC Commissioners about hearing date for Viney (\$65.00)

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

To approve the payment of the list of invoices (9/19/17 through 10/17/17) under \$1,000.00 in the amount of \$4,298.52.

Resolution #60, 10/17/17

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

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

1. \$1,030.00 Floormax – Due to dragging unprotected baskets or dolly, many tiles and transition strips need to be replaced.

Resolution #61, 10/17/17

2. \$1,352.00 Dynaelectric #TM67502 – Annual elevator fire and smoke testing with Schindler Elevator at bldgs. 10 – 13 on Glade Dr. and bldgs. 14- 17 on Forest Edge Dr.

Resolution #62, 10/17/17

3. \$1,925.00 McKenzie Engineering Services, P.C. #2-1703-I – Coordination/ consultations with client; site inspection conducted on 9/06/17; research regarding historical metal decking used in original construction; design analysis for new steel channel beam; preparation of balcony inspections structural report dated 10/13/17.

Resolution #63, 10/17/17

4. \$2,751.45 Edison Mooers #2017103 – Services obtained from a Forensic IT Security Specialist (Palmer, Barbara).

Resolution #64, 10/17/17

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

To approve the following insurance claims:

1. \$461.74 Date of Occurrence: 7/08/17 – Ice maker valve was leaking & damaged parquet floor at 15119 Vantage Hill Rd. #5-C (Grimes, Diane).

Resolution #65, 10/17/17

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

To authorize the Mutual assistant to send a letter to the unit owner of 15119 Vantage Hill Rd. #5-C (Grimes, Diane) requesting reimbursement for the insurance claim totaling \$461.74.

Resolution #66, 10/17/17

2. \$2,122.54 Date of Occurrence: 7/22/17 – Hall bath at 15111 Glade Dr. #12-3E (Bowers, Barbara) leaking into #2E & 1E causing ceiling & wall damage.

Resolution #67, 10/17/17

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

To authorize the Mutual assistant to send a letter to the unit owner of 15111 Glade Dr. #12-3E (Bowers, Barbara) requesting reimbursement for the insurance claim totaling \$2,122.54.

Resolution #68, 10/17/17

- Property Maintenance Committee – Patrick Leanza/Harold – Patrick Leanza provided a written report from the PMC meeting.

Harold Crisp reported the following:

- (1) Concrete and Asphalt Work – The concrete/pavement work on Glade Dr. has been completed. However, two drains on Glade Dr. between buildings 10 and 11 are scheduled for repair next month, and one drain on Forest Edge Dr. requires immediate attention.

Upon motion duly made by Beth Leanza and seconded by Leona O'Reilly, the Board agreed:

To authorize an amount not to exceed \$1,000.00 to be paid to H&H to repair the drain on Forest Edge Dr. contingent on receiving a proposal.

Resolution #69, 10/17/17

- (2) Fire Alarm Update – Electrical work in bldgs. 14-17 cannot be completed until plumbing repairs are finished next week. It is anticipated that the water, for all four buildings, will have to be shut off for this work to be done.
- (3) Sunrooms and Balconies – Per Colin McKenzie’s report, four (4) balconies have severe rusting and need extensive repairs, but in order to do the work five (5) sunrooms need to be removed at the unit owner’s expense.

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

To obtain bids for the repair of the four balconies, notify the five residents affected by these repairs that their sunrooms will have to be removed at their expense, and a study to create acceptable sunroom standards.

Resolution #70, 10/17/17

Patrick Leanza reported the following:

- (1) Power Panel Inspection – The Board is awaiting a quote, to be provided by Ronnie Cabrera, to proceed with the Power Panel Inspection.
- (2) Lobby Doors and 2nd and 3rd Floor Storage Room Doors – A few lobby and storage room doors in the buildings need to be rekeyed.

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

To approve getting a proposal to rekey the door locks.

Resolution #71, 10/17/17

- (3) Transformer Gates – Work has been completed on the transformer gates.
 - D. Building Rep. Committee – Copies of the report were made available to the Board by Ms. Leanza.
 - E. Landscape Committee – No comments.
 - F. Social Committee – Sharon Moores – The next party will be the Christmas Holiday Party on December 6, 2017.
9. Unfinished Business –
- A. 2018 Budget –

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

To approve the 2018 Budget as mailed to all unit owners.

Resolution # 72, 10/17/17

B. 2018 Contract Management Service Agreement –

Upon motion duly made by Leona O'Reilly and seconded by Beth Leanza, the Board agreed:

To approve the 2018 Contract Management Service Agreement.

Resolution #73, 10/17/17

C. 2018 Management & Operating Agreement –

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

To approve the 2018 Management and Operating Agreement.

Resolution #74, 10/17/17

10. New Business –

A. CCOC Complaint –

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

To hire legal counsel, John F. McCabe, to represent the Board of Directors at the CCOC Complaint hearing that will be held on November 2, 2017 at 6:30 p.m.

Resolution # 75, 10/17/17

B. Resident Oxygen Usage – Leona O'Reilly suggested that the Board include, in the resident welcome packets, a notice reminding unit occupants to place caution signs on their door if oxygen is in usage.

C. Colin McKenzie Report – No discussion at this time.

D. ABM: 12 Vantage Hill Ct. – Ms. Perry must provide more information and submit the form to Physical Properties prior to Board revision.

E. ABM: 3500 Forest Edge Dr. #15 – 2A –

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

To approve the ABM for 3500 Forest Edge Dr. #15 – 2A to replace four windows and one slider (on the balcony).

Resolution #76, 10/17/17

F. ABM: 3500 Forest Edge Dr. #15 – 2A –

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

To approve the ABM for 3500 Forest Edge Dr. #15 – 2A to renovate the interior of the unit.

Resolution #77, 10/17/17

G. Taylor Letter –

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

To set up a meeting between the Taylors and Ms. Cuffe to discuss the noise complaint and establish an agreement that works for both parties.

Resolution #78, 10/17/17

11. LWCC Advisory Committees –

- A. Education/Recreation – Beth Leanza – No comments.
- B. Restaurant – James Moores – No comments.
- C. Emergency Prep – J. Donald Pruett – The Fire safety forum will be on Tuesday, October 24, 2017 from 10 a.m. to 12 p.m.
- D. Safety/Transportation – J. Donald Pruett – There were a couple members of the committee missing and therefore, discussions were postponed until the next meeting.

12. Open Forum – Maxine Hooker, Barbara Palmer, Jackie Rabinow, Harold Crisp, Kathy Viney, Donald Pruett, Ron Krams, Dorothy Taylor

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

To hold a meeting following the adjournment of today's meeting.

By vote of two (2) in favor and four (4) opposed, the motion failed.

Resolution #79, 10/17/17

13. Next Meeting – Tuesday, November 21, 2017 at 9:30 a.m. in the Sullivan Room

14. Adjourned – The meeting adjourned at 11:11 a.m.

Beth Leanza, Secretary