

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, FEBRUARY 20, 2018

Resolution #126 - #143

Pursuant to notice previously given, Regular Meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Montgomery Room of the Clubhouse I on Tuesday, February 20, 2018 at 9:30 a.m.

Directors Present: Linda O’Neil, President; John Radcliffe, Vice President; Beth Leanza, Secretary; Barbara Palmer, Treasurer; Leona O’Reilly, Director; Barbara Martin, Director; Jim Moores, Director

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

Visitors: Mary Lamb, Betti Goodman, Roger Blacklow, Elinor Walker, Jim O’Neil, Harold Crisp, Cathy Madden, Russ Coburn, Carol Emel, Kathy Viney, Ruth Hunter, Sharon Moores, Faye Brill, Jackie Rabinow, Patrick Leanza, Geneva Foster, Donald Pruett, Joanne Riggles

1. Call to Order – Mrs. O’Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mrs. O’Neil announced that the meeting would begin with the Facilities Enhancement Plan Presentation by Nicole Gerke and Kevin Flannery.
3. Leisure World Facilities Enhancement Presentation – Nicole Gerke shared some of the history of the plan, sources of funding, committee oversight throughout the development of the project, and explained the site plan improvements itself. A period of questions and answers, headed by Mr. Flannery, was held at the end of the presentation
4. General Manager’s Report – The General Manager’s Report for the month of February was presented by Kevin Flannery.
5. Adoption of the Agenda – The agenda was approved as presented.
6. Approval of Minutes of January 16, 2018 – The minutes were approved as presented.
7. President’s Comments – The president explained that the agenda was rearranged for this month’s meeting to cater to the FEP Presentation as well as action items that require immediate attention. Moreover, she reminded residents that the call for candidates letter was mailed out and encouraged everyone to participate and become involved.
8. Action Items

A. Treasurer's Report – Barbara Palmer

(1) Invoices

Paid Invoices:

1. \$500.00 Malvin, Riggins & Company, P.C. #1000069580 – Progress billing for planning in connection with annual audited financial statements and related tax returns, to include conferences as required. **Paid 1/18/18.**
2. \$3,148.00 Travelers Acct. No. 4916K4146 – Insurance policy renewal. **Paid 1/22/18.**

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

To retroactively approve the payment of invoices for Malvin Riggins & Company PC in the amount of \$500.00 and Travelers in the amount of \$3,148.00.

Resolution #127, 2/20/18

Invoices under \$1,000.00:

1. \$45.00 LWMC #125001 – Replaced fusible link on the trash chute at 15121 Glade Dr. #13.
2. \$45.00 LWMC #123421 – Found freezer broken pipe in utility room. Larry had shut-off water to rear hose bibb on previous date. Will schedule repair at 15101 Glade Dr. #10.
3. \$70.50 LWMC #123280 – Found water coming out of the cinder block wall at the base of the garage. Notified plumbing department to look at the prints. Put salt and ice melt on surface at 3500 Forest Edge. Dr. #15.
4. \$76.50 LWMC #123284 – Checked all trash room heaters in Mutual 14. Found the unit at 15100 Glade Dr. #11, turned off. Turned it on and it worked fine.
5. \$81.16 LWMC #125089 – Replaced downspouts on the right side of the entrance ramp at 15101 Glade Dr. #10.

6. \$90.00 LWMC #125686 – Reset alarm panel at 3500 Forest Edge Dr. #15.
7. \$90.71 Postage Invoice – Call for Candidates mailing. 193 x .47¢ (per postage stamp).
8. \$102.00 LWMC #124228 – Checked the elevator rooms in bldgs. 10 and 15. Baseboard heater in bldg. 10 is working. In bldg. 15, a small heater on loan from Schindler is working.
9. \$150.54 LWMC #125090 – Replaced downspouts where vehicles have crushed and installed new one at bldgs. 16 and 17.
10. \$156.75 LWMC #125757 – The water was shut-down to replace main water shut-off valve at 3500 Forest Edge Dr. #15-2A (Gibbons, Julia).
11. \$157.50 LWMC #123806 – Found a large sheet of ice in the parking lot. No above ground plumbing in that area. Met with plumbing contractor to locate pipe at 3500 Forest Edge Dr. #15.
12. \$176.00 LWMC #123793 – Covered water stains made by roof leaking at 15123 Vantage Hill Rd. #5-A (Simms, Carole).
13. \$178.80 LWMC #125055 – Replaced old door lock, adjusted latch to the elevator machine room in bldg. 15.
14. \$239.24 LWMC #125593 – Replaced self-closer on 3rd floor lobby door in bldg. 15.
15. \$279.24 LWMC #123779 – Parker door closer for bldg. 14.
16. \$491.16 LWMC #125408 – Adjusted master bedroom closet door; patched opening in garage ceiling (2 hr. labor charged to resident). Repaired kitchen ceiling due to rook leak (5.5 hrs. labor, \$7.16 materials – charged to Mutual) at 15123 Vantage Hill Rd. #5-A (Simms, Carole).
17. \$552.96 LWMC #125052 – Tested emergency lights systems at bldgs. 10 – 17 on 1/10/18. Replaced emergency light bulbs in bldgs. 11, 15, and 17 on 1/12/18.
18. \$639.52 LWMC #639.52 – replaced crushed downspouts in various bldgs.

Resolution #131, 2/20/18

3. \$2,748.14 Date of Occurrence – 11/13/17 – Resident in unit 2F (Anderson, Fred) was washing items in guest bath sink and sink overflowed into unit 1F at 3511 Forest Edge Dr. #17.

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

To approve payment of the insurance claim with date of occurrence 11/13/17 in the amount of \$2,748.14.

Resolution #132, 2/20/18

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

To authorize the Mutual Assistant to send a letter to the unit owner of 3511 Forest Edge Dr. #17-2F (Anderson, Fred) requesting reimbursement for the insurance claim totaling \$2,748.14.

Resolution #133, 2/20/18

4. \$4,689.93 Date of Occurrence – 11/12/17 – Master toilet in unit 2C (Martinez, Ramon) overflowed several times and water went into unit 1C at 3500 Forest Edge Dr. #15.

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

To approve payment of the insurance claim with date of occurrence 11/12/17 in the amount of \$4,689.93.

Resolution #134, 2/20/18

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

To authorize the Mutual Assistant to send a letter to the unit owner of 3500 Forest Edge Dr. #15-2C (Brown, Malvina) requesting reimbursement for the insurance claim totaling \$4,689.93.

Resolution #135, 2/20/18

B. Property Maintenance Committee – Harold Crisp/Patrick Leanza

- (1) PMC Minutes – Balcony repairs have not begun. Mr. Leanza will submit an estimate for rekeying the 2nd floor elevator control room doors. For the fire alarm update, buildings 10, 11, 15, and 16 have passed county inspection and are being monitored. Furthermore, buildings 12, 13, 14, and 17 are anticipated to be inspected next week. The PMC will draft a procedure to be followed when alarms go off.
- i. Dorothy Powers' Letter – Ms. Powers submitted a letter to the PMC requesting repairs to her patio.
 - ii. Response to Dorothy Power's Letter – The PMC mailed a letter to Ms. Powers acknowledging receipt of her letter and informing her that they will work with Physical Properties to determine an appropriate solution.
 - iii. PMC Recommendation –

Upon motion duly made by Barbara Palmer and seconded by

To authorize the PMC to draft a response letter for Dorothy Powers and approve ceiling repairs not to exceed \$500.00.

Resolution #137, 2/20/18

C. Balcony Repairs

- (1) Balcony Repair & Construction Support Agreement –

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

To approve the Balcony Repair & Construction Agreement with McKenzie Engineering Services, P.C. in the amount of \$5,500.00.

Resolution #136, 2/20/18

Discussion – Lamb Property – Mr. Radcliffe requested the original resolution and proposed scope of work in order to proceed with repairs and provide Ms. Lamb with a start date. Ms. Viney offered to provide the requested information to Mr. Radcliffe.

D. Actions Without a Meeting –

- (1) Schindler Proposal –

The following resolution was adopted:

To approve the Schindler Elevator Proposal to repair/repack the jack on the elevator at 15121 Glade Dr. #13

Resolution #123, 1/19/18

(2) Clarksburg Plumbing Proposal –

The following resolution was adopted:

To approve the remainder of the repairs as specified in the updated Clarksburg Plumbing Proposal in the amount of \$8,725.00.

Resolution #124, 1/24/18

(3) 15111 Glade Dr. #12-1C – Lien Initiation –

The following resolution was adopted:

To authorize the Mutual 14 attorney, John McCabe, to file a lien on unit 15111 Glade Dr. #12-1C and accelerate the outstanding balance through the end of the fiscal year.

Resolution #125, 1/26/18

E. CCOC Decision –

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

To make a statement in the Grapevine about the changes Mutual 14 will make in response to the CCOC decision.

Resolution #138, 2/20/18

F. Standing Committees –

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

To officially appoint the Social Committee as a standing committee, which will provide a yearly written accounting report and a verbal accounting report after every event.

Resolution #142, 2/20/18

9. Reports – Officers/Committee Chairs

A. Secretary's Report – Beth Leanza

(1) Unit Status Report – The report was presented and made available to the Board.

B. Building Rep. Committee –

(1) Building Rep. Report – Beth Leanza – The committee will meet again in April.

C. Landscape Committee – Sharon Moores –

Upon motion duly made by Beth Leanza, and seconded by James Moores, the Board agreed:

To appoint Dorothy Taylor and Gregory Frank to the Landscape Committee

Resolution #143, 2/20/18

D. Social Committee – Sharon Moores – On Tuesday, March 20 the committee will hold a Bingo Social with subs.

10. Unfinished Business

A. Correspondence

(1) Marie Sinnott's Invoices –

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

To approve the payment of Marie Sinnott's Physical Properties invoices #120882 and #121684 in the amount of \$302.25. Per Mutual 14 Board, credit resident and rebill to Mutual. Pay M-Type upon arrival.

Resolution #139, 2/20/18

11. New Business

A. Correspondence

(1) Ethel Logos Invoice –

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

To approve the payment of Ethel Logos Physical Properties invoice #122537 in the amount of \$69.75. Per Mutual 14 Board, credit resident and rebill to Mutual. Pay M-Type upon arrival.

Resolution #140, 2/20/18

(2) Catherine Madden Invoice

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

To approve the payment of Catherine Madden's Physical Properties invoice #124959 in the amount of \$57.55. Per Mutual 14 Board, credit resident and rebill to Mutual. Pay M-Type upon arrival.

Resolution #141, 2/20/18

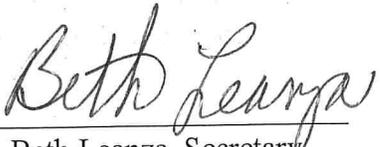
12. LWCC Advisory Committees

- A. Education & Recreation – Beth Leanza – The report was made available to the Board.
- B. Restaurant – Jim Moores – The floors in the Stein and Terrace Room look great. Mr. Moores suggested placing double hooks in the Clubhouse Grill for hanging coats and purses.
- C. Energy Preparedness – Donald Pruett – No report at this time.
- D. Safety & Transportation – Donald Pruett – The quorum was not met to hold a meeting.

13. Open Forum – Elinor Walker.

14. Next Meeting – Tuesday, March 20, 2018 at 9:30 a.m. in the Sullivan Room.

15. Adjournment – The meeting adjourned at 12:15 p.m.


Beth Leanza, Secretary