

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, APRIL 17, 2018

Resolution #161 - #176

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 Administration Building on Tuesday, April 17, 2018 at 9:30 a.m.

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

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

Visitors: Pat Leanza, Nancy Cameron, Jessie Fitzpatrick, Jim O’Neil, Dorothy Taylor, Jackie Rabinow, Russ Coburn, K. Viney, Harold Crisp, Ron Krams, Ruth Hunter, Sharon Moores, Cathy Madden, Roger Blacklow, Laurie Burdick

1. Call to Order – The president called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Ms. O’Neil welcomed everyone in attendance and proceeded with the agenda.
3. General Manager’s Report – The General Manager’s Report for the month of April 2018 was presented by Kevin Flannery.
4. Adoption of the Agenda – The agenda was approved as presented.
5. Approval of March 20, 2018 Minutes – The minutes were approved as presented.
6. President’s Comments – There will be a couple of speakers during the meeting; Jason Lizer from Physical Properties and a representative from the accounting department.
7. 2017 Audit Report –

Upon motion duly made by John Radcliffe and seconded by Linda O’Neil, the Board agreed:

To approve the 2017 Audit Report.

Resolution #162, 4/17/18

8. 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. Treasurer's Report – Barbara Palmer

(1) Invoices –

Invoices under \$1,000:

1. \$45.00 LWMC #128108 – Bldgs. 14 and 15 had no electricity in the utility boxes. Tested 12 GFCI receptacles, two on each floor of the bldgs. 14 and 15. Reset GFCI's by bldgs. 14 and 15.
2. \$45.00 LWMC #129655 – Turned off hose bibb that was running outside near unit 1G at 3510 Forest Edge Dr.
3. \$45.00 LWMC #127877 – Repaired downspout at 3511 Forest Edge Dr. #17.
4. \$107.05 LWMC #129788 – Replaced hose bibb, at 15101 Glade Dr. #10., with a freeze proof one.
5. \$123.75 LWMC #129480 – Checked all plumbing fixtures, cleaned sediment from both toilet fill valves, shower heads, and vanity aerator. Cleaned sediment out of kitchen faucet. All fixtures working well now at 3500 Forest Edge Dr. #15-1G (Marchone, James & Myers, Karen).
6. \$143.98 LWMC #128412 – Replaced broken exit sign on the 2nd floor at 15101 Glade Dr. #10.
7. \$143.98 LWMC #128449 – Replaced broken exit light near 3rd floor corner at 15111 Glade Dr. #12.
8. \$143.98 LWMC #128450 – Replaced broken exit sign on 2nd floor G-side of bldg. 15, 3500 Forest Edge Dr.
9. \$198.00 LWMC #128331 – Monthly test of emergency lights in bldgs. 10-17. A light was out in bldg. 14 near unit 2A.
10. \$203.63 LWMC #128111 – Replaced both fluid masters and supply lines and watts washer valves, plugged with debris at 3500 Forest Edge Dr. #15-1B (Greggs, Marilyn). Mutual charge due to bldg. shut down on 3/14/18.

11. \$222.82 LWMC #128105 – Replaced ballast and tube in carport #6. Replaced flo tube in space #16. Replaced ballast and flo tubes on the 3rd floor in front of elevator at 15111 Glade Dr. #12.
12. \$237.88 LWMC #129676 – Toilets were clogging up from the sediment in the lines, cleaned fill valves. Returned to replace broken faucet. Showed resident that the pre-screen removal was just to help the water flow. Replaced mix-it control that broke during testing at 3500 Forest Edge Dr. #15-1G (Marchone, James & Myers, Karen).
13. \$287.96 LWMC #128447 – Replaced broken exterior light near unit 2A. Replaced exit sign hanging by the wires on the 2nd floor A-side. Replaced broken exit sign by unit 3A at bldg. 10.
14. \$357.00 LWMC #129477 – Turned off all heaters, switched over through the wall heating unit to cooling. Cleaned all filter, amp. draw is fine and tested at bldgs. 10-17.
15. \$397.28 LWMC #127120 – Repaired drywall in the laundry room behind the washer and dryer. This includes the patching, coating, painting and installation of access panel at 15111 Glade Dr. #12-3E (Lai, Sau King). **[Per Mutual 14 BOD, credit Mutual and rebill to resident].**
16. \$422.86 LWMC #129650 – Hose bibb supply line froze and split open. Has to replace pipe going into the house. Added a drain in the furnace room to drain line for the winter in the future at 3500 Forest Edge Dr. #15-1F (Sinnott, Marie).
17. \$904.01 LWMC #127835 – Cut access behind washer. Installed a new 2” valve and fittings. Re-piped laundry stand pipe. Cleared sediment from unit, installed access panel at 3500 Forest Edge Dr. #15-1D (Keefe, Claire).
18. \$119.52 Orkin #170451949 – Monthly pest control at Glade, Forest Edge, Vantage. Dated 4/09/18 account no. 25342650.
19. \$119.52 Orkin #167928965 – Monthly pest control at Glade, Forest Edge, Vantage. Dated 3/12/18 account no. 25342650.
20. \$364.77 Postage Invoice – Annual meeting notice mailed out on March 26.

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

To authorize the Mutual Assistant to mail a letter to the unit owner of 3500 Forest Edge Dr. #15-2C (Brown, Melvina) seeking reimbursement for the insurance claim in the amount of \$1,439.82 due to a leak from the missing shower tiles in unit 2C going into unit 1C.

Resolution #169, 4/17/18

C. Property Maintenance Committee – Patrick Leanza/Harold Crisp

(1) PMC Minutes – The committee recommends the board approve the smoke detector proposal. Mr. Leanza reported balconies will be randomly reviewed to determine whether recaulking is needed. Ronny Cabrera will ensure the holes in the asphalt, as a result of the plumbing work, are repaired. Mr. Cabrera will also be inspecting all the exterior doors in the Mutual and providing a report. Mr. Crisp reported the fire alarm project is complete, but he is still waiting on procedural specifications from Dynalectric. Paid invoices, in connection with the project, were double checked against the proposals and confirmed to be accurate. Estimates for paving the rest of Glade or Forest Edge Dr. will be obtained. The PMC will be making recommendations for the spot painting of the catwalks by Avery.

D. Building Rep. Committee – Beth Leanza

(1) Building Rep. Report – The report was made available to the board.

E. Landscape Committee – Sharon Moores – There will be a walkthrough next Wednesday, April 25 at 10:00 a.m. in building 10. Ms. Moores received a verbal (\$600) and written (\$680) proposal to put sod down in building 15 since clay does not stick.

F. Social Committee – Sharon Moores – The Subs and Bingo Social was cancelled. There will be a picnic on Vantage Hill Ct. at 6:00 p.m. on June 20.

9. Unfinished Business –

Upon motion duly made by John Radcliffe and seconded by Barbara Palmer, the board agreed:

To authorize the Mutual-14.org webmaster to publish the CCOC decision on the Mutual 14 website.

Resolution #171, 4/17/18

A. Balcony Repairs and Enclosure Removals –

Upon motion duly made by John Radcliffe and seconded by Barbara Palmer, the board agreed:

To obtain a waiver from John McCabe before the Board formally decides whether to pay for enclosure removals for balcony repairs.

Resolution #172, 4/17/18

10. New Business –

A. Amendment to Resolution #157 –

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

To amend resolution #157 to state:

To accept the Floor Max quote and approve the down payment in the amount of \$6,250.00 to tile the 2nd and 3rd floors of buildings 10, 12, 14, and 16.

Resolution #173, 4/17/18

B. LWMC Proposal – Smoke Detectors & Batteries –

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

To approve the LWMC Proposal dated 4/06/18 to replace batteries in hard-wired smoke detectors less than 10 years old and replace existing hard-wired smoke detectors (if older than 10 years) with BRK brand 9120B smoke detectors.

Resolution #170, 4/17/18

C. ABM – 15101 Glade Dr. #10-2F –

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

To approve the ABM request to replace the windows in the master bedroom, kitchen, and dining room as well as the patio sliding door at 15101 Glade Dr. #10-2F. The Mutual will not pay for any repairs/replacements of any windows or doors.

Resolution #174, 4/17/18

- D. Steven Yegher's Request – 3510 Forest Edge Dr. #16-3E – The board agreed to postpone action until further documentation is obtained.
- E. Moore's Invoice – 3500 Forest Edge Dr. #15-1G – The board approved the payment of the Moore's invoice during the treasurer's report of the invoices.

F. Revised Committee Guidelines –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Martin, the board agreed by vote of four (4) in favor, three (3) opposed:

To accept the revised committee guidelines as presented to the committee chairs.

Resolution #175, 4/17/18

- G. Smoking Restrictions in Common Areas – The board agreed to postpone action until the next board meeting.

11. LWCC Advisory Committees

- A. Education & Recreation – Beth Leanza – The advisory committee joint meeting will be opened. The fitness center contract was approved, and trainers will be in an extra hour every day. The 2019 budget will be set at the May or June Meeting.
- B. Restaurant – James Moore's – The restaurant is now operating at a budget and should be fully staffed.
- C. Emergency Preparedness – Donald Pruett – Jim Resnik introduced e-cigarettes for smoking with oxygen discussion.
- D. Security & Transportation – Donald Pruett – The meeting on April 12 focused on crosswalks. Per a conversation between Paul Eisenhour and Tom Snyder, location for textured pads (for visually impaired/blind residents) for crosswalks is being determined.

Upon motion duly made by Barbara Palmer and seconded by Jim Moore's, the Board agreed:

To appoint Ruth Hunter to the PMC Committee.

by vote of three (3) in favor, three (3) against and one (1) abstention, the motion failed.

- 12. Open Forum – Jessie Fitzpatrick, Laurie Burdick, Russ Coburn.

- 13. Next Meeting – The next meeting will be held Thursday, April 26, 2018 at 3:00 p.m. in the Baltimore Room, CHI.

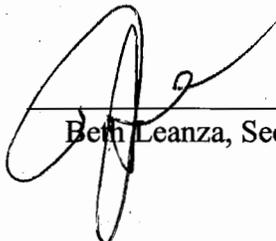
14. Adjournment – The meeting was adjourned by the president at 11:25 a.m.

15. Closed Meeting – Lamb Property –

Upon motion duly made by Leona O'Reilly and seconded by John Radcliffe, the Board agreed unanimously by roll call vote:

To proceed with a closed meeting.

Resolution #176, 4/17/18



Beth Leanza, Secretary.