

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, DECEMBER 18, 2018

Resolution #123-142

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 on Tuesday, December 18, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O’Reilly, Vice President; Barbara Palmer, Treasurer; Laura Wiltz, Secretary; Roger Blacklow, Director; Rick Kaiser, Director; Beth Leanza, Director.

Management: Kelly Barton, Mutual Assistant; Melissa Palaez, Director Mutual services.

Visitors: Mary Lamb, James Moores, Cathy Madden, K. Viney, Harold Crisp, Carol Emil, Ronny Cabrera, Jane Carona, Ruth Hunter, Jessie Fitzpatrick, Sharon Moores, Don Pruett, John Joyce, Ron Krams, M. Makfinsky

1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mr. Radcliffe welcomed all the visitors in attendance.
3. General Manager’s Report – Mrs. Palaez presented the general manager’s report for the month of November 2018.
4. Adoption of the Agenda – The agenda was approved with modifications
5. Approval of November, 2018 Regular Meeting Minutes – The minutes were approved as amended: Under Next meeting – Change The next meeting from November meeting to December 18<sup>th</sup>.
6. President’s Comments – Mr. Radcliffe
7. Reports – Officers/Committee Chairs
  - A. Secretary’s Report – Laura Wiltz –
    - (1) Unit Status Report – The report was presented and made available to the board.

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Treasurer's Report – Barbara Palmer

i. Invoices – A motion was made, seconded and passed unanimously:

B.

To approve payment of the following invoice(s):

1. \$123.75 LWMC M-Type Invoice#144312 -Cleared kitchen drain with 30 ft of cable and pulled back some grease t 15100 Glade Unit 11-1A.
2. \$331.17 LWMC M-Type Invoice# 144335 – Replaced shut off valves and coupling at 3510 Forest Edge Dr. Unit 16-3C.
3. \$54.00 LWMC M-Type Invoice#144358 – Water was coming through the nails in the roof and dripping onto heat lamp at 15127 Vantage Hill Rd. Unit 6-B.
4. \$75.00 LWMC- M-Type Invoice144528- Checked roof and sprayed kilz on water stains in bedroom and ceiling.
5. \$49.50 LWMC – M-Type Invoice14650 – Dish washer line was not inside the stand pipe properly. Re-instated drain from dish washer into the stand pipe at 15101 Glade Dr. Unit 10-1A
6. \$45.00 LWMC-M- Type Invoice #145365 – Removed hose from spigot at 15141 Vantage Hill Rd. Unit 8-C.
7. \$612.78 LWMC -M-Type Invoice#145659 – Measured out, installed blocking tape patch. On day two added two coats of mud and sand. Day three added another coat of mud and sand. after drying we painted on day four. Work was done at 3510 Forest Edge Dr. Unit 16-3c.
8. \$119.52 Orkin Invoice #176403340 (12/10/2018) – Standard Monthly PC at Glade, Forest Edge, and Vantage Hill.
9. \$119.52 Orkin Invoice #176403337 (11/12/2018)– Standard Monthly PC at Glade, Forest Edge, and Vantage hill.
10. \$93.93 Orkin Invoice #176626469 (11/19/2018) – Standard monthly PC AT 15111 Glade Dr.

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11. \$75.00      LWMC R-type Invoice #144656 – Switch to M-Type and pay when M-Type is received. work performed: Scrapped and painted U channel bellow railing to protect from rust and grime at 3510 Forest Edge Dr. Unit 16-3G. Resolution was made by board in the September 18<sup>th</sup> board meeting, resolution # 88, to have the work done.
  
12. \$45      LWMC R-Type Invoice #137810 – Switch to M-Type and make payment when M-type is received. Work done at 3501 Forest Edge Dr. Unit 14-2G. Inspected unit #2G and 3G for possible leak in the duct work. Sweating and condensation leak issue is in the dining room.
  
13. \$45      LWMC R-Type invoice #139803 – Switch to M- Type and make payment when M-Type is received. Work done at 3501 Forest Edge Dr. Unit 14-2G. Checked ductwork for moisture, there were no signs of moisture at this time.
  
14. \$127.50      LWMC R-Type Invoice #141075 – Switch to M-Type and make payment when M-Type is received. Work performed at 3501 Forest Edge Dr. Unit 14-2G. Condensation insulation.
  
15. \$313.41      LWMC r-Type invoices #138911 – Switch to M-Type and make payment when M-Type is received. Work performed at 15111 Glade Dr. Unit 12-2G. Cut off water supple to entire building. Replaced main supply Valve. ( need to find out which valve it was)
  
16. \$292.50      LWMC – R-Type Invoice #140025 – Switch to M-Type and make payment when M-Type is received. Work done at 15111 Glade Dr. Unit 12-2G. Work Performed - repaired drywall where the plumber worked on the main cut off valve.
  
17. \$198      LWMC M-Type In#146079 – Sink at 3501 Forest Edge Dr. Unit 1F was full of water causing a flood. A&A restoration not come and clean and help prevent further damage. Due to overwhelming amount of water had to snake from 2F. Snaked down 35 feet and cleared stoppage in 1F.

A motion was made, seconded and passed unanimously:

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To approve payment of the above invoices in the amount of \$1,390.45 with the exception of 2, 5, 6, 7, 15, and 16, which should be sent back to the unit owner.

**Resolution #123, 12/18/2018**

Invoices over \$1000-

18. \$1,700     McFall and Berry Landscape Management LLC – Tree maintenance at the entrance to Forest edge Drive.

A motion was made, seconded and passed unanimously:

To approve payment of the McFall and Berry IN#201679 in the amount of \$1,700.

**Resolution #124, 12/18/2018**

19. \$4,375     LWMC M-Type IN#144403 – Pressure Washing throughout mutual

A motion was made, seconded and passed unanimously:

To Approve the payment of the LWMC M-Type IN#144403 in the amount of \$4,375.

**Resolution #125, 12/18/2018**

20. \$8,850     H & H Concrete Construction, Inc Invoice #2018173 – Repair two catch basins at 15145 Vantage Hill dr. Remove and replace 30 linear feet concrete curb at 15129 and 15123 Vantage Hill Dr.

A motion was made, seconded and passed unanimously:

To approve the payment of the H and H Concrete Construction, Inc invoice #2018173 in the amount of \$8,850.

**Resolution #126, 12/18/2018**

21. \$1,980     H & H Concrete Construction, Inc. Invoice #2018191 – Building ten drain blockage repairs.

A motion was made, seconded and passed unanimously:

To approve payment of the H& H Concrete Construction In#2018191 in the amount of \$1,980.

**Resolution 127, 12/18/2018**

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ii. Insurance Claims: A motion was made, seconded and passed unanimously:

To approve payment of the following **insurance claim(s)**:

\$1,500.32 Master sink overflowed into 2E and 1E. A&A completed service of water damage clean up at 15111 Glade Dr. #12-2E (Hooker); Date of Occurrence 9/28/2018

**Resolution Number 128, 12/18/2018**

A motion was made, seconded and passed unanimously:

To request reimbursement in the amount of \$1,500.32 from unit owner at 15111 Glade Dr. #12-2E (Hooker), for the service of water damage clean up completed by A&A, due to master sink overflowing into unit 2E and 1E.

**Resolution #129, 12/18/2018**

A motion was made, seconded and passed unanimously:

To approve payment of the following **insurance claim(s)**:

\$5,000.00 Kitchen sink overflowed and cabinets were damaged. It backed up when owners were out at 3501 Forest Edge Dr. Unit 14 – 1G (Rosenberg/Baltrosky) ; Date of occurrence 10/17/2016

**Resolution Number 130, 12/18/2018**

C. Property Maintenance Committee –

(1) PMC Minutes – The PMC minutes are attached to the packet and Harold Crisp gave a short report regarding the balconies and a proposed bid from Avon. It was also announced that the new PMC member, Mr. Stanley Jones, attended the meeting and they believe he will be a very good fit.

D. Building Rep. Committee-

E. Ms. Wiltz – It was suggested that there should be modification to job descriptions for committee chair members.

A Motion was made, seconded and passed unanimously:

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To approve the following changes to the building representative committee guidelines:

Under committee chair, item 7:

"Report building and resident concerns from Reps to appropriate Board committee and/or to the Board."

Under building representative responsibility, item 1:

"Provide new residents with Green contact information sheet, providing new resident information and move in information, and to update the contact information every three years."  
Add item 8.

"Post signs only for building issues."

**Resolution #131, 12/18/2018**

- F. Landscape Committee – Sharon Moores - Mrs. Moores reported she is very unhappy with McFall and Berry Landscape. Invoices are coming in wrong. The prices for the same plants are coming up different on different proposals.

McFall and Berry landscaping MGT., INC. Proposal for Spring 2019 Flowers in the amount of \$422.00.

A motion was made, seconded and passed unanimously:

To Approve the McFall and Berry Landscape MGT., INC. Proposal in the amount of \$422.00 to install 135 Begonia Red, pink, and white at N. Leisure World Blvd and Vantage Hill Rd and to install 15 Begonia red, pink, and white at the boulder bed at Interlachen Drive.

**Resolution # 132, 12/18/2018**

- G. Social Committee – Sharon Moores – The holiday party was cancelled because of the expense of the band, and Ms. Moores was too ill to do it without the people that normally help her. Nothing has been official planned for next year, we are considering a free happy hour in March.

8. Unfinished Business –  
A. Budget Approval –

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A motion was made, seconded and passed unanimously:

To Approve the 2019 Budget as presented to the board.

**Resolution #133, 12/18/2018**

B. Supplementary Management and Operating Agreement –

A motion was made, seconded and passed unanimously:

To request the M&O agreement be adjusted to have the Mutual Assistant available to them for 20 hours a week.

**Resolution #134, 12/18/2018**

C. Proposed Amendment for a one-year minimum rental stay – Mr. Radcliffe pointed out some changes he would like to have made including changing the rental lease to one year and removing the word wish from the section B, and Remove the word And in section C.

A motion was made, seconded, and passed unanimously:

The board approves the cover letter and the ballot with modifications.

**Resolution #135, 12/18/2018**

- D. Update on who pays list per Attorney Instructions:
- E. Attorney Approved Revisions for Balconey Owners
- F. Draft of proposed Rules and Regulations

Ms. O'Reilly suggested that each Board Member take these documents home, review them, and come back ready with questions at the next board meeting.

G. 1 Vantage Hill Court – Mr. Radcliffe has asked Mr. Cabrera to go out and take another look to determine what is causing the water stains on the bedroom ceiling.

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9. New Business:

- A. Stansbury Contract - The board has decided to review the contract and get back to Mr. Stansbury next month.
  
- B. ABM for Vantage Hill Rd. Unit 8C – The ABM has not been approved by PPD yet so we will wait till we get approval from PPD.
  
- C. H&H Construction Proposal #181472 – remove and replace Garage floor at 15151 Vantage Hill Drive.

A motion was made, seconded, and passed unanimously:

To Approve the H&H Proposal in the amount of \$6,550.00 to remove and replace the garage floor at 15151 Vantage Hill Drive.

**Resolution #136, 12/18/2018**

- D. Resolution of Disputes brought by owners:

A motion was made, seconded, and passed unanimously:

To approve the modification pursuant to the owner’s comments.

**Resolution # 137, 12/18/2018**

- E. Website: Mrs. Wiltz recommended we look over the hits on each website and see if we can justify shutting the Mutual 14 website down depending on how many people actually visit it.
  
- F. JustDoors Proposal – This is a new proposal from JustDoors requesting a 50% down payment.

A motion was made, seconded, and passed unanimously:

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To approve the 50% down payment to the JustDoors Proposal.

**Resolution #138, 12/18/2018**

- G. The Ryan Letter Resolution – It has been determined the mutual is responsible for the damages done to the Ryan unit.

A motion was made, seconded, and passed unanimously:

To approve the Ryan Letter.

**Resolution #139, 12/18/2018**

- H. H&H Concrete Construction proposal #18145R1 – 2 Vantage Hill Ct- Install drain left side of patio piped to existing down spout drain.

I.

A motion was made, seconded, and passed unanimously:

To Approve the H&H Concrete Proposal # 18145R1 in the amount of \$7,950.00 to install drain on left side of patio and pipe it to the existing down spout drain at 2 Vantage Hill Ct

**Resolution #140,12/18/2018**

- J. Resolution to Authorize bills by the board president during the holiday season.

A motion was made, seconded, and passed unanimously:

To approve the Board President, Mr. Radcliffe, to approve any bills that come in between now and the 31<sup>st</sup> of December.

**Resolution #141, 12/18/2018**

- K. Closed Meeting: Legal issues

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A motion was made, seconded and passed unanimously:

To approve the Mutual 14 Board do have a closed meeting on December 18, 2018 at 12:02.

**Resolution #142, 12/18/2018**

9. LWCC Advisory Committees –

- A. Education & Recreation – Beth Leanza – No report at this time.
- B. Restaurant – James Moores – No report at this time.
- C. Emergency Preparedness – No report at this time.
- D. Security & Transportation – Don Priutt has commented that he is no longer on this committee and if anyone would like to join then they are welcome.

10. Open Forum –

- A suggestion was made about the bylaws.
- Jessie Fitzpatrick addressed the leaks going on at her apartment.
- Mr. Krams has requested an appeal for his insurance claim
- Mr. Makfinsky addressed the flooding in his apartment.
- John Joyce reported a leak came down to his apartment from the above unit.

11. Next Meeting – Tuesday, January 15, 2018 at 9:30 a.m. in the Sullivan Room.

12. Adjournment – The meeting was adjourned at 11:30 p.m.

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Laura Wiltz, Secretary