

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
MARCH 19, 2019

Resolution #189 - 199

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, March 19, 2018 at 9:30 a.m.

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

Management: Kevin Flannery, General Manager; Kelly Barton, Mutual Assistant; Ronny Cabrera, Special Projects Manager.

Visitors: Mary Lamb, James Moores, Cathy Madden, K. Viney, Harold Crisp, Carol Emil, Jane Carona, Ruth Hunter, Sharon Moores, Linda O'Neil, Jim O'Neil.

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 – Mr. Flannery presented the General Manager's report for the month of February.
4. Adoption of Agenda – The agenda was approved as amended.
5. Approval of Minutes – The minutes of the Regular Board meeting for February 19, 2019 were approved as presented.
6. President's Comments – No comments at this time.
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.
 - B. Treasurer's Report – Barbara Palmer –
 - (1) Invoices under \$1,000.00

\$93.93

Orkin #180101290: 2/18/2019 – Monthly standard pest control –
15111 Glade drive

\$36.00 **Orkin #184999733 Date: 2/25/19** – Odd job at 3510 Forest Edge Dr #2A.

\$220.00 **Dynalectric #27468 Date: 2/14/19** – Active fire system alarm, smoke detector in elevator lobby of 1st floor found to be active. Reset fire alarm system and elevators and discussed parameters of smoke detectors in lobbies with building representatives.

\$515.58 **LWMC #150930 Date: 3/7/19** – Made square hole, locked drywall and applied first coat of mud, 2nd coat on day two. Day three sanded and applied orange peel texture. Day four applied color match at the patch.

\$404.00 **LWMC #150286 Date: 2/26/19** – Snaked 75’ of 5/8” cable, pulled back small pieces of food. Ran water for several minutes with no further issues.

\$52.26 **LWMC ##151123 Date: 3/12/19**– Building 10, replaced bulb in fixture between units 1D and 1E.

\$252.50 **LWMC #149863 Date: 2/13/19** – ran 60’ of cable from unit 1C and cleared stoppage around 40’. Ran water in kitchen of 1B for last 20’ of snaking. Pulled out grease and oil on cables. 30 minutes used to clean cables.

\$69.00 **LWMC #149815 Date: 2/13/19** – Re-screwed hinges on door.

\$204.00 **LWMC #149815 Date: 2/13/19** – Installed three ceiling boards on balcony and removed blinds from patio door. Ceiling boards were taken down on w/o #103203 (check leak from roof).

\$148.50 **LWMC #149808 Date: 2/13/19** – 40’ of 5/8” cable to clear kitchen tier. Water from 2F – 3F was coming up 1F drain. Brought back sludge 30 min to clear cables

\$47.00 **LWMC #150111 Date: 2/21/19** – Repaired broken downspout at bldg. 17.

\$77.00 **LWMC #150106 Date: 2/21/19** – Fixed top hinges in lobby door of the 2nd floor of bldg. 14.

\$266.82 **LWMC #150077 Date: 2/20/19** – Moved dryer from wall. Cut wall, removed old main water cut off. Installed new ¾” ball valve cut off.

\$208.25 **LWMC #150079 Date: 2/20/19** – Replaced non-working main water valve.

\$847.00 **LWMC #150485 Date: 2/27/19** – Proposal invoice: Management/Oversight of Lamb project. Comes out of contingency funds.

\$95.40 **Tiger Technologies IN#518665** – Domain name renewal for Mutual 14 website.

\$6.00 **Rees Broome PC #1099360 Date: 2/28/19** – Mileage/Parking

Upon motion duly made and seconded, the Board agreed –

To approve the payment of the list of invoices under \$1,000 in the amount of \$2,991.69 except for the following invoices which were returned for more information:

\$36.00 **Orkin #184999733 Date: 2/25/19 – 3510 Forest Edge #2A**

\$515.58 **LWMC #150930 Date: 3/7/19**

Resolution # 189, 3/19/2019

2018 Fiscal Year Audit Presentation – Dawn Gaynor – The 2018 Audit report was presented, and all questions were addressed by Ms. Gaynor.

Upon motion duly made and seconded, the Board agreed, by a vote of 4 in favor, 2 against -

To accept the 2018 Audit provided by Malvin, Riggins and Company P.C., as presented.

Resolution #190, 3/19/2019

(2) Invoices over \$1,000.00

\$1,500 **Malvin, Riggins & Company, PC #1000079611 Date: 2/28/19 –**
Progress billing in connection with annual audited financial statements and related tax returns, to include conferences as required.

Upon motion duly made and seconded, the Board agreed -

To approve the payment of invoices over \$1000.00 in the amount of \$1,500.

Resolutions #191, 3/19/2019

Insurance Claim:

Upon motion duly made and seconded, the Board agreed -

To approve the payment of the following insurance claim:

\$5,000 Kitchen sink backed up and water caused damage to cabinets at 3510 Forest Edge Dr. Unit 16-1F.

Resolution #192, 3/19/2019

Upon motion duly made and seconded, the Board agreed -

To request reimbursement in the amount of \$5,000 from unit owner at 3510 Forest Edge Dr. Unit 16-1F for services of water damage clean-up completed by A&A.

Resolution #193, 3/19/2019

- C. Property Maintenance Committee – Harold Crisp
(1) PMC Minutes - The report was presented and made available to the board.
- D. Building Rep Committee – Laura Wiltz – No report at this time.
- E. Landscape Committee – Sharon Moores – There will be a walk around April 8th, 2019.
- F. Social Committee – Sharon Moores – There will be a Subs, salad and bingo function on April 11, 2019.

Upon motion duly made and seconded, the Board agreed -

Mutual 14 Social Committee events will be adults only functions.

Resolution #194, 3/19/2019

8. Unfinished Business

- A. Paint Color Selection - Upon motion duly made and seconded, the Board agreed -

To approve the Anew Grey as the paint color for the building lobbies.

Resolution #195, 3/19/2019

- B. Paint Sample Reimbursement Request – A discussion ensued but no decision at this time. Postponed to the ~~May~~ Board meeting.

April

- C. Rules and Regulations Update – It was noted that the vote on the revised Rules and Regulations will take place at the ~~May~~ Board meeting.

April

- D. Final Payment Authorization – Avon – Upon motion duly made and seconded, the Board agreed –

To approve final payment to Avon in the amount of \$34,275 for reimbursement on the Lamb property (#6 Vantage Hill Ct.) helical piers, as agreed to per contract previously approved.

Resolution #196, 3/19/2019

- E. Final Payment Authorization – Just Doors & Hardware – Upon motion duly made and seconded, the Board agreed –

To approve the proposal #1114, not to exceed \$1,000 from Just Doors & Hardware to furnish and install chain stops on all trash room doors. Payment is approved upon completion.

Resolution #197, 3/19/2019

To approve the proposal, not to exceed \$1000 from Just Doors & Hardware to furnish floor stops in all trash rooms. Payment approved upon completion.

Resolution #198, 3/19/2019

- F. Use of Pavers Consideration – Postponed to ^{April} May Board meeting.
9. New Business –
- A. Blacklow ABM – The ABM submitted did not require the approval of the Board.
10. Annual Meeting Refreshments Authorization – Upon motion duly made and seconded, the Board agreed –

To authorize an expense up to \$200 for Annual Meeting Refreshments.

Resolution #199, 3/19/2019

11. LWCC Advisory Committees –
- A. Education and Recreation – Beth Leanza – The report was presented and made available to the board.
- B. Restaurant – Jim Moores – No report at this time.
12. Open Forum – Comments were addressed during open forum.
13. Next Meeting – April 19, 2019 at 9:30 a.m. in the Sullivan Room
14. Adjournment – 12:30 p.m.

Laura Wiltz, Secretary