

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, MAY 21, 2019

Resolution #6a-#37

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, May 21, 2019 at 9:30 a.m.

DIRECTORS PRESENT: Leona O'Reilly, President; Richard Saunders, Vice President;
Roger Blacklow, Secretary; Laura Wiltz, Treasurer;
Ruth Hunter, Director; Barbara Palmer, Director; Beth Leanza, Director

MANAGEMENT: Crystal Castillo, Assistant General Manager of Support Services
Ronny Cabrera, Special Projects Manager
Susan Galbraith, Insurance Administrator
Jennifer Quinteros, Mutual Assistant

VISITORS: Earl M. Armstrong, Richard Bamback, Jane Carona, Robert Dupree,
Sharman Dupree, Jessie Fitzpatrick, Geneva Foster, Julia Gibbons,
Muriel Killerlain, Ron Krams, Mary Lamb, Cathy Madden, Jim Moores,
Sharon Moores, Don Pruett, Jackie Rabinow, Kathy Viney

1. Call to order – Ms. O'Reilly called the meeting to order at 9:30 a.m.
2. Announcement of Closed Session – Upon motion duly made, the Board agreed,
To hold a closed session following the adjournment of the Regular Board Meeting.
Resolution #6a, 5/21/2019
3. Appointment of Director – Upon motion duly made, the Board agreed,
To appoint Ruth Hunter to the Mutual 14 Board of Directors, until the next annual meeting.
Resolution #6b, 5/21/2019
4. General Manager's Report – Ms. Castillo presented the General Manager's report for the month of April. All questions and comments were responded to by Ms. Castillo.
5. Adoption of Agenda – The agenda was approved as presented.

6. Approval of Minutes of April 16, 2019 – The Board agreed to defer the approval of the April 16, 2019 Regular Board Meeting minutes until the next Board Meeting.
7. President’s Comments – Ms. O’Reilly expressed the importance of members submitting attachments a week prior to Board Meetings to be included in the Board packets.
8. Susan Galbraith – Ms. Galbraith explained the process of insurance claims. She recommended all members obtain an HO6 Policy and not a renter’s policy, due to the depreciation of cash value. Immediate remediation is recommended to avoid mold back up. Ms. Galbraith encouraged residents to contact her if questions concerning an insurance issue arise. The Mutual will ask her to do a presentation for the residents.
9. Reports – Officers/Committee Chairs –

A. Secretary’s Report

- (1) Unit Status Report – Mr. Blacklow presented the unit status report as distributed to the Board.
- (2) Building Representative’s Report – No report at this time. The next meeting is scheduled for Tuesday, June 11, 2019, at 10:00 a.m. in the Sullivan Room.

B. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of May 2019.

- (1) Invoice(s) under \$1,000.00 – Upon motion duly made, the board agreed,

To approve payment of the following invoices **under \$1,000.00**, in the amount of \$1,982.76:

\$98.00	GL Code: 611900	Rees Broome, PC #1110452 Date: 4/30/19 – Legal Services including account review and preparation of Collections Status Report.
\$119.52	GL Code: 620900	Orkin #180707537 Date: 4/8/19 – Monthly pest control – Glade/Forest Edge.
\$920.00	GL Code: 621600	LWMC #153744 Date: 4/26/19 – Cleaned all gutters and downspouts.
\$408.22	GL Code: 620200	LWMC #153865 Date: 4/29/19 – Supplied and installed door stops on trash room doors.
\$47.00	GL Code: 620200	LWMC #153869 Date: 4/29/19 – Reattached attic hatch and locked in place to prevent from

coming loose again (3501 Forest Edge #3A).

\$105.00	GL Code: 620200	LWMC #153999 Date: 4/29/19 – Turned off all electric heaters for buildings 10, 11, 12, 13, 14, 15, 16 and 17.
\$616.00	GL Code: 621000	LWMC #154144 Date: 4/30/19 – Cleaned all catch basins and storm drains.
\$140.61	GL Code: 690000- 100005	LWMC #154244 Date: 5/1/19 – Created 8 paint sample boards.
\$906.09	GL Code: 621000	LWMC #152667 Date: 4/5/19 – Building 13 backflow leak in trash room. Replaced retainer in back flow and tested device. Added new shut off valve and repaired leak.
\$202.00	GL Code: 620300	LWMC #152648 Date: 4/5/19 – Tested all emergency lights in buildings 10-17.

Resolution #7, 5/21/2019

Ms. Hunter mentioned the trash collection company should assume responsibility of the following invoice, due to the company breaking the trash room latch of Building #15.

\$54.00	GL Code: 620200	LWMC Invoice #154519 Date: 5/8/19 – Removed the door latch, fixed it and installed back on. (Bldg. #15 trash room door latch)
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(2) Invoice(s) Over \$1,000.00 – Upon motion duly made, the board agreed,

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

\$1,414.00	GL Code: 621600	LWMC #152834 Date: 4/10/19 – Snaked all roof vents in building 10, per maintenance agreement.
\$1,576.20	GL Code: 621600	LWMC #153965 Date: 4/29/19 – Snaked all roof vents in building 16, per maintenance agreement.
\$1,616.00	GL Code: 621600	LWMC # 153338 Date: 4/19/19 – Snaked all roof vents in building 12, per maintenance agreement.

\$1,398.00 GL Code: JustDoors & Hardware LLC. Invoice #1171
691124 Date:5/5/19 – Furnish and install chain stop;
Furnish only floor stop FS444 26D

Resolution #8, 5/21/19

(3) Insurance Claim(s) – Upon motion duly made, the board agreed,

To approve payment of the following **insurance claim**:

\$295.60 Standpipe in building 12 overflowed into 2E and 1E- 15111 Glade Dr.
#12-2E Date of Occurrence: 11/30/15

Resolution #9, 5/21/19

Upon motion duly made, the board agreed,

To approve payment of the following **insurance claim**:

\$1,128.43 Resident in 10/2D left faucet running and overflowed the sink.
Water went into 10/1D.

Resolution #10, 5/21/19

Upon motion duly made, the board agreed,

To request reimbursement from the unit owner at 15101 Glade Dr. #10-2D, in the amount of \$1,128.43, due to the resident leaving the faucet running and overflowed the sink into unit #1D. A&A Restoration performed the service of water cleanup. Date of Occurrence: 3/26/19

Resolution #11, 5/21/19

Upon motion duly made, the board agreed,

To approve payment of the following **insurance claim**:

\$485.47 Dishwasher was leaking (17/1G)

Resolution #12, 5/21/19

Upon motion duly made, the board agreed,

To request reimbursement from the unit owner at 3511 Forest Edge Dr. #17-1G,

in the amount of \$485.47, due to the dishwasher leaking. A&A Restoration performed the service of water cleanup. Date of Occurrence: 3/26/19

Resolution #13, 5/21/19

- (4) Reimbursement(s) – Upon motion duly made, the Board agreed,

To reimburse Linda O’Neill, in the amount of \$211.89 for the purchase of plants in Buildings #13 and #15.

Resolution #14, 5/21/19

To reimburse the unit owner of 3511 Forest Edge Dr. #17-2A, in the amount of \$78.30, for the E-Rating charges of 10 months (March-December 2018).

Resolution #15, 5/21/19

- (5) Delinquent Acct. Authorization – Upon motion duly made, the Board agreed,

To authorize the Mutual President to contact the Attorney, concerning delinquent accounts up to \$5,000.00.

Resolution #16, 5/21/19

C. Property Maintenance Committee –

- (1) PMC Minutes – Ms. Hunter presented the Property Maintenance Committee minutes as distributed to the Board. Upon motion duly made, the Board agreed,

To authorize Pat Leanza to purchase LED lights, upon using the inventory of CFL bulbs, with the inclusion of presenting a receipt to receive reimbursement for all LED light purchases.

Resolution #17, 5/21/19

- (2) H&H Concrete Proposal – 2019 Asphalt Repairs – Upon motion duly made, the Board agreed,

To accept the H&H Concrete proposal #201978R and approve payment in the amount of \$43,006.00, for the Mutual 14 2019 asphalt repairs as stated.

Resolution #18, 5/21/19

- (3) JustDoors & Hardware LLC. – Upon motion duly made, the Board agreed,

To accept the JustDoors & Hardware LLC estimate #1143 and approve the payment terms as written, for the lobby door repairs at Buildings: 10, 11, 12, 14,

and 17.

Resolution #19, 5/21/19

- (4) Annual Meeting Refreshments – Upon motion duly made, the Board agreed,

To reimburse the Sharon Moores, in the amount of \$151.10, for the purchase of the 2019 Annual Meeting Refreshments.

Resolution #20, 5/21/19

- (5) Avery Plus, LLC – Trash Room Ceilings – Upon motion duly made, the Board agreed,

To accept the Avery Plus, LLC proposal #18ceilings and approve payment in the amount of \$3,500.00, to receive a full scrape, patching, compound applications with priming and painting for the trash room ceilings- \$500.00 per ceiling. Qty:7 (Bldgs. 10, 11, 12, 14, 15, 16 and 17).

Resolution #21, 5/21/19

- (6) M. Taylor Enterprise – Balcony Repair – Upon motion duly made, the Board agreed,

To accept the M. Taylor Enterprise proposal in the amount of \$58,000.00 (\$14,500.00 per balcony x 4) and approve the payment terms at written, for the repair to the elevated balconies concerning the scope of work provided by McKenzie Engineering PE.

Resolution #22, 5/21/19

D. Landscape Committee –

- (1.) McFall & Berry Proposal #L19175ME – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal #L19175ME and approve payment in the amount of \$3,900.00 upon completion, to supply & install 11 cu yds of topsoil/mix, grade thoroughly & seed. Supply & install approx. 4,800 sq.' of erosion control curlex. 3501 Forest Edge Dr. (Bldg. Rear)

Resolution #23, 5/21/19

- E. Architectural Design Committee – May 7, 2019 – Ms. Hunter agreed to send a request to the ADC to add further clarification of its color samples currently being displayed in the apartment buildings and to add a deadline for when the comment period will terminate.

- F. Social Committee – Ms. Moores reminded residents about the picnic in the Court that will be held on Wednesday, May 29th and rain date of Thursday, May 30th at 6 p.m.

10. Unfinished Business

- A. Committee Meeting Locations – Upon motion duly made, the board agreed,

To hold a work session to set standards for all Mutual Committees.

Resolution #24, 5/21/19

- B. CCOC Mediation– Mr. Saunders agreed to attend the CCOC mediation.

- C. Responsibility for Maintenance & Repair of Limited Common Elements – Deferred.

11. New Business –

- A. Resolution #200, 3/19/19 – Upon motion duly made, the board agreed,

To amend Resolution #200, 3/19/19 to state, “To assume Mutual responsibility of the insurance claim in the amount of \$5,000.00, and credit the unit owner’s account of 3511 Forest Edge Dr. #17-1F, due to the main drain line from tiers above clogging and water coming into both units.

Resolution #25, 5/21/19

- B. H&H Concrete Construction Proposal #201991 – Drainage Work – Deferred to the Property Maintenance Committee.

- C. Stansbury Building Services – Minimum Wage Increase – Upon motion duly made, the Board agreed,

To accept the Stansbury Building Services Inc. minimum wage increase, in the amount of \$2,533.50, every two weeks effective July 1, 2019.

Resolution #26, 5/21/19

- D. 15111 Glade Dr. #3F – Moisture – It was discussed and agreed to contact Ronny Cabrera to proceed with PPD w/o #160270, to complete the ceiling repair at 15111 Glade Dr. #3F and apply stain blocker, as a mutual responsibility.

Resolution #27, 5/21/19

- E. J&M Construction Solutions, LLC Appointment of President - Upon motion duly made, the Board agreed,

To accept the J&M Construction Solutions, LLC proposal and approve payment in the

amount of \$900.00, to make repairs to the existing flashing, replace missing shingles, and remove all job related debris. In addition, if while performing the above work described, any additional rot or deterioration is found to be necessary or replaced, it will be performed at an additional charge which will be quoted prior to replacement as stated.

Resolution #28, 5/21/19

- F. AD HOC Committee to Readdress Rental Policy – Upon motion duly made, the Board agreed,

To form an AD HOC committee with the following members: Earl Armstrong; Roger Blacklow as Chair; Jessie Fitzpatrick; Sharon Moores; and Bobbie Palmer.

Resolution #29, 5/21/19

- G. Board Liaison – It was discussed and agreed; Ruth Hunter will be the Board Liaison between the Board and the Property Maintenance Committee.

- H. Security & Transportation – Mr. Blacklow suggested nominating a new member to Security & Transportation, due to him no longer participating in the Committee.

- I. Request to Join Committee(s) – Upon motion duly made, the Board agreed,

To accept Cindy Wright's request to serve as a Building Representative for the Plaza Homes in place of Leona O'Reilly.

Resolution #30, 5/21/19

Upon motion duly made, the Board agreed,

To increase the number of members on the Property Maintenance Committee from 5 to 7, with the following requirements: must be committed and available to attend most meetings; physically able to do inspections in all areas of the Mutual; and should have at least some experience or knowledge of what it takes to maintain a home or building.

Resolution #31, 5/21/19

Upon motion duly made, the Board agreed,

To accept Julia Gibbons request to join the Property Maintenance Committee.

Resolution #32, 5/21/19

Upon motion duly made, the Board agreed,

To accept Kathy Viney's request to join the Property Maintenance Committee.

Resolution #33, 5/21/19

12. LWCC Advisory Committee –

- A. Education & Recreation – Ms. Leanza presented the E&R report as distributed to the Board.
- B. Restaurant – Mr. Moores mentioned Ed from the Restaurant is in the process of hiring someone to provide summer deliveries within the community.
- C. Budget – The BFAC will meet this summer to set next year’s budget. Additional members to join the committee was suggested. The Mutual may have the Budget Committee hold a seminar for the residents. Upon motion duly made, the Board agreed,

To nominate Laura Wiltz and Russ Coburn to the Budget & Finance Advisory Committee.

Resolution #34, 5/21/19

13. Open Forum –

- A. Resignation – Upon motion duly made, the Board agreed,

To accept Leona O’Reilly’s resignation as President and to remain as a Director.

Resolution #35, 5/21/19

- B. Appointment – Upon motion duly made, the Board agreed,

To appoint Richard Saunders as President.

Resolution #36, 5/21/19

Upon motion duly made, the Board agreed,

To appoint Ruth Hunter as Vice President.

Resolution #37, 5/21/19

14. Next Meeting – Tuesday, July 16, 2019 at 9:30 a.m. in the Sullivan Room

15. Adjournment – The meeting adjourned at 12:34 p.m.

Richard Blacklow, Secretary