

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, OCTOBER 15, 2019

Resolution #110-#132

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, October 15th, 2019 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;
Roger Blacklow, Secretary; Laura Wiltz, Treasurer; Jane Carona, Director
Beth Leanza, Director; Leona O’Reilly, Director

MANAGEMENT: Kevin Flannery, General Manager
Ronny Cabrera, Special Projects Manager
Jennifer Quinteros, Mutual Assistant
Dave Merritt, Sr. Business/Systems Analyst

VISITORS: Carol Ames, Richard Bambach, Russ Coburn, Sherry Crisp,
Jessie Fitzpatrick, Geneva Foster, Julia Gibbons, Ron Krams,
Muriel Killerlain, Mary Lamb, Gary Leber, Cathy Madden,
Sharon Moores, Jim & Linda O’Neil, Don Pruett, Jackie Rabinow,
Kathy Viney

1. Call to order – Ms. Hunter called the meeting to order at 9:33 a.m.
2. General Manager’s Report – Mr. Flannery presented the General Manager’s report for the month of October 2019. All questions and comments were responded to by Mr. Flannery.
3. Adoption of Agenda – The agenda was approved as amended.
4. Approval of Minutes –
 - A. September 17, 2019 Regular Board Meeting Minutes – Upon motion duly made, the Board agreed,

To approve the September 2019 Regular Board Meeting minutes pending the review of the Board’s request to Ronny Cabrera, concerning the engagement of a

professional structural engineer for the four balconies in question.

Resolution #110, 10/15/19

Upon motion duly made, the Board agreed,

To receive the draft regular board meeting minutes for review within 10 days.

Resolution #111, 10/15/19

B. September 17, 2019 Closed Meeting Minutes– The closed meeting minutes were approved as distributed to the Board.

C. September 18, 2019 Closed Meeting Minutes– The closed meeting minutes were approved as distributed to the Board.

5. Reports – Officers/Committee Chairs –

A. Secretary’s Report

(1) Unit Status Report – The unit status report was presented as distributed.

(2) Building Representative’s Report – The Building Representative’s report was presented as distributed. Upon motion duly made, the Board agreed,

To approve the replacement project of the lobby bulletin boards, to not exceed \$800.00, installation to be referred to the PMC.

Resolution #112, 10/15/19

(3) LWCC BOD Meeting Summary – Mr. Blacklow presented the September LWCC BOD notes as distributed.

(4) Mutual 13 & 14 Traffic Correspondence – Ms. Carona presented the letter Mutual 13 submitted to the Security & Transportation committee concerning the intersection of Interlachen and LW Blvd.

6. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of October 2019.

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

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

1	\$202.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #163452</u> – Work performed: Tested emergency lights in buildings #10-17. All lights are working fine. 9/27/19
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2	\$471.22	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #161923</u> – Work performed: Tested all emergency lighting circuits in buildings #10-17. Found problems in bldg. 10 – 3 rd floor center stair well, bldgs. 11 between 1A – 1B, 2 nd floor damaged head, bldgs. 12-between 3E-3F, 13 by 3A. Made repairs to problems listed above (3 bulbs, 2 damaged heads) 8/29/19 (Aug 19')
3	\$18.35	GL Code: 621700	<u>LWMC Physical Properties Invoice #163495</u> – Work performed Smoke Detector change \$18.35 per unit. 15111 Glade Dr. #12-1C. (Taylor) 9/27/19
4	\$231.00	GL Code: 621600	<u>LWMC Physical Properties Invoice #163321</u> – Work performed: Cleaned all gutters and downspouts in the building, also unclogged pipe. Bldg. 15 Gutters 9/26/19
5	\$73.79	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #162874</u> – Work performed: Reattached transition strip. Bldg. #14 9/18/19
6	\$693.00	GL Code: 611900- 100001	<u>Rees Broome, PC. Invoice #1135887</u> – For professional services rendered through September 30, 2019. RE:000001 Collections; RE:000002 Vivian Layman; Disbursements; RE:000004 Dosch; RE:000006 Stephanie Sidella 9/30/19

Resolution #113, 10/15/19

(2) October 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	\$4,458.00	GL Code: 690000- 100029	<u>McFall & Berry Invoice #IN204981</u> – Tree Maintenance per attached proposal: Bldg. #14, #15, #17, 15129 Vantage Hill Rd., 15133 Vantage Hill Rd., 15135 Vantage Hill Dr. 10/3/19
2	\$1,418.00	GL Code: 621400- 100002	<u>McFall & Berry Invoice #IN204982</u> – Work per attached proposal: #1 & #2 Vantage Hill Ct.; 3511 Forest Edge Dr. Bldg. #17; 3501 Forest Edge Dr. Bldg. #14

Resolution #114, 10/15/19

(3) Updates from the Treasurer and Request Actions – Ms. Wiltz presented updates concerning Budget Committee Meetings, Third Quarter Highlights and the Layman Property as distributed to the Board. Upon motion duly made, the Board agreed,

To authorize the President and/or Treasurer to initiate foreclosure procedures on

the Layman property at 3510 Forest Edge Dr. #16-2C on or after November 1, 2019, but no later than April 1, 2020.

Resolution #115, 10/15/19

- (4) Collection Policy – Ms. Wiltz presented the draft collection policy as distributed for the Board’s review. Upon motion duly made, the Board agreed,

To mail out the draft collection policy document for the 30-day review of the membership.

Resolution #116, 10/15/19

- (5) Reimbursement to Ruth Hunter – Upon motion duly made, the Board agreed,

To reimburse Ruth Hunter in the amount of \$88.52 for the purchase of the napkins/cookies for the comcast seminar (\$17.51); and the printer ink (\$71.01).
GL CODE: 612500

Resolution #117, 10/15/19

- (6) R-Type to M-Type – Upon motion duly made, the Board agreed,

To approve payment of M-Type LWMC Physical Properties Invoice #158259 in the amount of \$241.84. “Work performed: Found stem snapped in hose bib – shut off main and capped hose bib. Replaced hose bib, installed shut-off valve and access panel. (Sillcock)” 12 Vantage Hill Ct. #1-B (Perry) GL CODE: 621000-100006.

Resolution #118, 10/15/19

7. Dave Merritt – Mr. Merritt discussed the new approved gate access software and procedures that will be implemented at the three Leisure World entry gates (Georgia Ave., Norbeck Rd. and Connecticut Ave.). All questions and comments were addressed by Mr. Merritt.

B. Property Maintenance Committee –

- (1) PMC Report – Ms. Hunter reported that the PMC Chairman, Harold Crisp, resigned on September 23. Ms. Hunter thanked Mr. Crisp for his years of service and indicated that, due to this circumstance, Ms. Hunter chaired the October 3rd PMC meeting. At that meeting the members of the PMC unanimously voted to recommend to the Board that Kathy Viney be appointed the Committee Chair. Maintenance Committee Chair. Upon motion duly made, the Board agreed, with one abstention Ms. O’Reilly,

To appoint Kathy Viney as the Chair for the Property Maintenance Committee chair.

Resolution #119, 10/15/19

J&M Construction Proposal – Bldg. #14 Skylight – Upon motion duly made, the Board agreed,

To accept the J&M Construction Proposal and approve payment upon completion, in the amount of \$1,000.00, for the replacement of the skylight wood trim at building #10.

Resolution #120, 10/15/19

Vinyl Soffits – Upon motion duly made, the Board agreed,

To authorize Ronny Cabrera to commence with a formal RFP to install vinyl soffits in the 1st & 2nd floor catwalks of all apartment buildings [not to include the pans inside the ‘T’s] in 2020.

Resolution #121, 10/15/19

To authorize Ronny Cabrera to commence with a formal RFP to scrape loose paint and rust from all 1st & 2nd floor catwalk pans prior to the installation of soffits.

Resolution #122, 10/15/19

RFP for Exterior Painting – Upon motion duly made, the Board agreed,

To approve the proposed painting cycle as follows: [2020] B16 & B17; [2021] B12 & B13; [2022] B10 & B11; [2023] B14 & B15.

Resolution #123, 10/15/19

ADC – Paint Colors – Upon motion duly made, the Board agreed,

To delay the decision of the paint colors until the ADC presentation at the November 7th, PMC meeting with the Board’s final decision to be determined at the November 19th Regular Board meeting. Notices will be included in the Grapevine and Mr. Blacklow will post in the buildings and to the Plaza Homes.

Resolution #124, 10/15/19

(2) M. Taylor Enterprise Proposal – Upon motion duly made, the Board agreed,

To accept the M. Taylor Proposal and approve payment in the amount of \$3,700.00 for the repair to the concrete on the balcony at building #15-#3F as stated. (General Maintenance Fund)

Resolution #125, 10/15/19

- C. Social Committee – Ms. Moores expressed her gratitude for everyone that participated and attended the picnic. The last function (Hallo-Thanks-Mask Party) is scheduled for Sunday, November 17th at 6 p.m. in CH II, with a \$15.00 fee per person.
- D. Landscape Committee – None at this time.

8. Unfinished Business –

- A. Balconies – The Board discussed the options of how to proceed with the four balconies in question. Upon motion duly made, the Board agreed,

To appoint Roger Blacklow to locate a qualified Professional Structural Engineer to provide another opinion, per balcony, and to act as the liaison between the Board and the Engineer. In addition, he will consult with Russ Coburn and Ronny Cabrera.

Resolution #126, 10/15/19

- B. Rental Policy/ Mutual Name Change – Mr. Blacklow distributed the initial draft cover letter, to be mailed October 21, 2019 (first letter) concerning the Rental Bylaw Amendment for the Board’s review. There will be an open meeting for the membership on November 7th, to address all questions or comments. Following the November 7th meeting, a ballot will be mailed with a section to vote on the proposed bylaw amendment and the mutual name change. The deadline for all ballot submissions will be 4:30 PM, Friday, November 22, 2019.

9. New Business –

- A. Announce Date of 2020 Annual Meeting – Upon motion duly made, the Board agreed,

To exchange 2020 Mutual Annual Meeting dates with Mutual 12, to hold the Annual Meeting Thursday, April 16, 2020.

Resolution #127, 10/15/19

- B. Bldg. #15-#1A – Per the decision reached by the Board following the closed violation(s) hearing of September 30, 2019. Upon motion duly made, the Board agreed,

To assess a fine of \$100.00 per day effective November 1, 2019 until the violations are remedied and the unit owner comes into compliance.

Resolution #128, 10/15/19

- C. Exception Request-Age Requirement – Upon motion duly made, the Board agreed, with one abstention, Ms. Leanza,

To deny the underage request submitted by SEEC for the unit 15100 Glade Dr. #3E.

Resolution #129, 10/15/19

- D. Correspondence – Anne Marie Martinez – Anne Marie Martinez’s email was distributed to the Board for their review. Upon motion duly made, the Board agreed,

To authorize Roger Blacklow to respond to Anne Marie Martinez’s email and address her concerns.

Resolution #130, 10/15/19

- E. Budget Committee Chair – Laura Wiltz – Upon motion duly made, the Board agreed,

To appoint Laura Wiltz as the Chair for the Budget Committee and Richard Bambach to remain as a budget committee member, accept the resignation of Russ Coburn, and appoint Carol Ames to fill the vacancy on the committee.

Resolution #131, 10/15/19

- E. Application(s) to Join LWCC Advisory Committee – Upon motion duly made, the Board agreed,

To approve the Advisory Committee Applications as follows: Carol Ames, Budget & Finance Committee; Laurie Burdick, E&R & Tennis & Pickleball; Beth Leanza, E&R; Harold Crisp, PPD; Kathy Viney, Insurance; Jane Carona, S&T; J. Donald Pruett, EPAC & S&T; Jacqueline Rabinow, EPAC; and Roger Blacklow, Tennis & Pickleball.

Resolution #132, 10/15/19

10. LWCC Advisory Committee –

A. Education & Recreation – Ms. Leanza presented the E&R report as distributed.

B. Security & Transportation – Ms. Carona presented the S&T report as distributed.

C. Other Advisory Committees – None at this time.

11. Open Forum – All questions and comments were responded to by the Board.

12. Next Meeting – Tuesday, November 19, 2019 at 9:30 a.m. in the Sullivan Room

13. Adjournment – The meeting adjourned at 12:45 p.m.

Roger Blacklow, Secretary

