

REGULAR MEETING OF THE  
BOARD OF DIRECTORS –  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, MAY 19, 2020

**Resolution #232-245**

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 via teleconference call (425-436-6331; Access Code: 891183) on Tuesday, May 19, 2020 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;  
Kathy Viney, Secretary; Laura Wiltz, Treasurer;  
Roger Blacklow, Director; Jane Carona, Director; Gary Leber, Director

MANAGEMENT: Ronny Cabrera, Diversified Solutions- M14 Property Maintenance Mgr.  
Dawn Gaynor, Director of Accounting & Finance  
Melissa Pelaez, Assistant General Manager of Mutual Services  
Jennifer Quinteros, Administrative Assistant-Mutual Services

VISITORS: Jenise Bobo, Harold Crisp, Carol Emel, Jessie Fitzpatrick, Geneva Foster,  
Julie Gibbons, Maxine Hooker, Beth Leanza, Catherine Madden, Anne  
Marschall, Chris Matthews, Loretta Neely, Leona O'Reilly, Jackie  
Rabinow, Mary Vaughn, Cindy Wright

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager's Report – Ms. Pelaez presented the General Manager's report for the month of May 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes of April 21, 2020 Regular Board Meeting – The April 21, 2020 Regular Board Meeting minutes were approved as presented.
5. 2019 Audit – Dawn Gaynor – Ms. Gaynor presented the audit for the year of 2019. All questions and comments were responded to by Ms. Gaynor. Upon motion duly made, the Board agreed,

To accept the 2019 audit as presented by Dawn Gaynor.

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6. President's Report – None at this time

7. Reports – Officers/Committee Chairs –

A. Secretary's Report

(1) Unit Status Report – The unit status report was distributed for the Board's review.

B. Treasurer's Report – Ms. Wiltz presented the invoices for the month of May 2020.

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

To approve payment of the following invoice(s) under \$1,000.00:

1	\$644.20	GL Code: 621100- 100018	<b><u>ACE Fire Extinguisher Service Invoice #34867</u></b> – Annual maintenance tag (Qty. 90 x 6.00 Rate); Service charge \$65.99; Seal Qty. 90 x \$0.37 12/31/19
2	\$249.00	GL Code: 611900- 100002	<b><u>REES Broome, PC. Invoice #1172107</u></b> – RE: 000001 Collections; RE: 000002 Vivian Layman 4/30/2020
3	\$158.00	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #176079</u></b> – Bldg. 14 downspout. Took apart the downspout to clear the debris and put it back together. 4/30/2020

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

To approve payment of the following invoice(s) over \$1,000.00:

1	\$1,428.66	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #175777</u></b> – Bldg. 12 15111 Glade Dr. – Ran 90 feet of 7/8 cable from roof on 3-inch vent pipes. Ran 85 of 5/8 cable from roof on 2-inch vent pipes, brought back large amounts of sludge, 30 minutes added to clean cables. (Stack vents) 4/23/2020
2	\$1,345.00	GL Code: 621000- 100006	<b><u>LWMC Physical Properties Invoice #175891</u></b> – Bldg. 11 – 15100 Glade Dr. – Ran 90 feet of 7/8 cable on each 3 inch stack vent from roof brought back large amount of sludge, ran 84 feet of 5/8 cable on 2 inch stack vent from roof brought back large

			amount of sludge 30 minutes. Added to clean cables. 4/30/2020
3	\$1,073.00	GL Code: 620200- 100006	<b><u>Dynalectric Invoice 33140</u></b> – Investigate troubles reported by Main Gate Security. Intermittent troubles from NAC circuit to breezeway bells. On 3/4/20 was unable to find problem causing “open circuit trouble” and dumped out circuit with end of line resistor in order to clear circuit. On 4/27, 28/20 revisited site and checked junction boxes for causes of troubles. Unable to pinpoint cause but upon completion open trouble cleared and resistor removed in order to restore to “normal”. 5/4/2020

**Resolution #234, 5/19/2020**

- (3) Bldg. #11-3F; #14-3G – Upon motion duly made, the Board agreed,

Upon reviewing the delinquency report if determined the unit owners of #11-3F and #14-3G are not complying with the payment agreement; to authorize the Mutual President and Treasurer to proceed with a lien.

**Resolution #235, 5/19/2020**

- (4) Resolution #92,9/16/19 – As the 9/16/19 resolution #92 [“to accept the Saul Architects proposal and payment terms as written...”] did not specify the GL account to be charged. Upon motion duly made, the Board agreed,

Adjusting journal entry to reverse the February 2020 charge of \$5,500.00 to the Contingency Reserves [GL690000-120001], moving the charge to Professional Consulting [GL 620200-100007].

**Resolution #236, 5/19/2020**

- C. Property Maintenance Manager Report – Mr. Cabrera presented the semiannual Property Maintenance Manager Report as distributed for the Board’s review.

- (1) Elevator– Upon motion duly made, the Board agreed, with one opposition (Jane Carona),

To maintain the lobby doors, open through the summer as residents so choose.

**Resolution #237, 5/19/2020** –

- (2) Board Liaison – Upon motion duly made, the Board agreed,

To appoint Ruth Hunter as liaison between Ronny Cabrera and Mutual 14.

**Resolution #238, 5/19/2020**

(3) Schindler Elevator Repacking – Upon motion duly made, the Board agreed,

To authorize the Mutual President to allow Schindler to perform the next cylinder repacking at no cost to Mutual 14.

**Resolution #239, 5/19/2020**

D. Budget Committee – There is no report at this time.

E. Social Committee – There is no report at this time.

F. Landscape Committee –

(1) Resident Correspondence

(i) Buck's Email – Upon motion duly made, the Board agreed, with one abstention (Kathy Viney),

To reject Ms. Bucks request to remove the Maple Tree at #5 Vantage Hill Ct.

**Resolution #240, 5/19/2020**

(ii) Goldstein Letter – Upon motion duly made, the Board agreed, with one abstention (Kathy Viney),

To reject Ms. Goldstein's request to save the Crab Apple tree at #15127 Vantage Hill Road; the Board approved the committee's proposal to remove the Crab Apple and replace it with a Canada Cherry.

**Resolution #241, 5/19/2020**

(iii) McFall & Berry Proposal #L20103ME-Retroactive Approval – Upon motion duly made, the Board agreed,

To retroactively accept the McFall & Berry Proposal #L20103ME and to approve payment in the amount of \$4,814.00, for Replace Rhododendrum @ unit 'C' & Catmint @ street signs @ no charge to the mutual (under warranty). Remove stump @ 'A' & supply & install pink Dogwood (8'-10'). Supply & install decorative boulder ( 15"x18"x18") by end of the hedge @ 'G' unit. (Bldg. #10); Downsize bed #1, supply & install 150 sq' of sod. LWB main entrance; Supply & install Goshiki Holly (24"-30")-1 by Holly & 1 by boulder. Island @V.H. Ct.; Supply & install Canada Cherry (2"-2.5" caliper) into front yard. 15123 V.H. Rd. ; Remove Dogwood tree w/ stump from left side @ no charge. 15151 V.H. Rd. Supply & install Sunset Maple tree (2"-2.5" caliper) on left side.; Remove

damaged Crape Myrtle & replace w/ Crape Myrtle 'Natchez White' (8'-1 O'). V.H. Rd. @ Interlachen Dr.; Remove existing sm. Hydragea @ 'A' unit & replace w/ 3 Goshiki Holly (24"-30"). 15100-Bldg. 11; Remove existing Azaleas by 'E' unit @ no charge to the mutual.; Replace Hollies @ 'A' unit & w/ 4 Gold Mop Cypress (30"-36"). 15111 Bldg. 12; Remove Azalea @ 'G' unit & replace w/ purple Azalea (30"-36"). 15111 Bldg. 13; Supply & install purple Azalea (30"-36") @ 'F' unit. 3501 Bldg. 14; Supply & install Dragon Lady Holly (3'-4') @ 'G' unit. 3500 Bldg. 15; Remove Azaleas @ 'G' unit & replace w/ Goshiki Hollies (24"-30"). Supply & install Dragon Lady Holly (3'-4') @ 'G' unit. 3510 Bldg. 16; Supply & install Hydrangea (24"-30") into open space @ 'B' unit. 3511 Bldg. 17. [GL Code: 621400-100002]

**Resolution #242, 5/19/2020**

- (iv) McFall & Berry Proposal #T20104ME-Retroactive Approval – Upon motion duly made, the Board agreed,

To retroactively accept the McFall & Berry Proposal #T20104ME and to approve payment in the amount of \$465.00, to take down & remove Crab Apple tree w/ stump from the front yard. Backfill hole w/ soil then seed & straw. Tree=\$275.00; stump=\$190.00. 15123 Vantage Hill Rd. [GL Code: 621400-100002]

**Resolution #243, 5/19/2020**

- (v) McFall & Berry Proposal #L20116ME-Retroactive Approval – Upon motion duly made, the Board agreed,

To retroactively accept the McFall & Berry Proposal #L20116ME and to approve payment in the amount of \$250.00 to remove declining shrubs & bricks from rear of bldg. by unit 1-G. Grade disturbed area, then seed & curlex. Bldg. 14 Glade Ct. Owner has agreed to reimburse the Mutual. [GL Code: 621400-100002]

**Resolution #244, 5/19/2020**

8. Unfinished Business –

- A. LWMC 2020 Supplementary Management & Operating Agreement – The Board agreed to defer the LWMC 2020 Supplementary Management & Operating Agreement until the next Board meeting. If necessary, the Board will hold a close session following the adjournment of the Regular Board meeting to further discuss the terms in the LWMC Agreement. Ms. Hunter will send the Board the original LWMC 2020 Supplemental Management & Operating Agreement along with the revised copy for a side by side comparison from Ms. Pelaez of both contracts.

- B. CCOC Complaint – Ms. Hunter reported that mediation failed and CCOC has accepted jurisdiction of the complaint. The Board has not been notified of the hearing date. Upon receiving a date and time regarding the zoom CCOC hearing, Ms. Hunter will extend an invitation to the Board members to participate in the CCOC hearing.

9. New Business –

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

To have towed at the Mutual's expense the 3/4 ton extended cab pickup abandoned in the Mutual parking area across from building 12 by the death of the resident of B15, 1D, and upon presentation of proof of payment, to reimburse Ruth Hunter for the exact amount of that towing, not to exceed \$250.

**Resolution #245, 5/19/2020**

- B. Mutual Entry Signs – Ms. Viney reported that she met with Eric from Apple Signs to discuss the Mutual entry signs containing the new mutual nickname "Forest Glade." She requested that Eric provide the Board with 2-3 inexpensive Mutual sign options. Upon receiving the proposed options from Apple signs, Ms. Viney will present the quotes to the Board for their review.

10. LWCC Advisory Committee(s) –

- A. Insurance – Ms. Viney presented the Insurance report as distributed to the Board.
- B. Education & Recreation – There is no report at this time.
- C. Security & Transportation – Ms. Carona will email the Security & Transportation report to the Board.
- D. Other Advisory Committees – None at this time.

11. Correspondence – The Board received correspondence from the members of the former Architectural Design Committee and will take the concerns expressed in the letter under advisement.

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

13. Next Meeting – Tuesday, June 16, 2020 at 9:30 a.m.

14. Adjournment – The meeting adjourned at 12:04 p.m.

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Kathy Viney, Secretary