

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JUNE 16, 2020

Resolution #246-258

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, June 16, 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.
Melissa Pelaez, Assistant General Manager of Mutual Services
Jennifer Quinteros, Administrative Assistant-Mutual Services

VISITORS: Carol Ames, Harold Crisp, Julie Gibbons, Beth Leanza, Catherine
Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor

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 June 2020. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. *8.C CCOC Hearing*.
4. Approval of Minutes of May 19, 2020 Regular Board Meeting – The May 19, 2020 Regular Board Meeting minutes were approved as amended.
5. President's Report – None at this time.
6. Reports – Officers/Committee Chairs –
 - A. Secretary's Report
 - (1) Building Representative's Report – The building rep report was presented as distributed for the Board's review.

(2) Unit Status Report – The unit status report was presented as distributed for the Board’s review.

B. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of June 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	\$141.50	GL Code: 621600	<u>LWMC Physical Properties Invoice #176402</u> – Mutual charge per Ronny Cabrera. Cleared all gutters and downspouts. Also unclogged underground pipe. 2 Vantage Hill Ct. #2-A (O’Reilly). 5/22/2020
2	\$79.00	GL Code: 620200- 100006	<u>LWMC Physical Properties Invoice #176855</u> – Cleaned and removed the old adhesive from the wall and on the sign and put liquid nails to attach the re-attach the sign on the wall. Bldg. 11 Plaque 5/31/2020
3	\$329.00	GL Code: 611900- 100001	<u>REES Broome, PC.</u> – For professional services rendered through May 31, 2020. RE:000001 Collections; RE:000002 Layman 5/31/2020
4	\$743.00	GL Code: 620400- 100003	<u>Schindler Invoice #7100430053</u> – In accordance with estimate JBAA-BPKH38 Dated: 5/13/2020. Schindler furnished and installed the following with respect to the equipment located at the above building: Repacked, repaired packing, and cleaned pit. Work authorized by: Ruth Hunter, M14 President. 5/28/2020
5	\$84.80	GL Code: 620200- 100006	<u>Pet Waste Eliminator</u> – Pet waste Eliminator bags 200/RL, Part Recycled Material. *Shipment 1 of 6* 6/1/2020
6	\$469.00	GL Code: 621400- 100002	<u>McFall & Berry Proposal #IN206650</u> – Work per attached proposal @ 15123 Vantage Hill Rd. Supply & install Canada Cherry tree (2”-2.5” caliper) into the front yard. This is a replacement for the 2 nd removed Crab Apple tree (2”-2.5” caliper) into the front yard. This is a replacement for the 2 nd removed Crab Apple Tree. 6/8/2020
7	\$365.00	GL Code: 621400- 100002	<u>McFall & Berry IN206648</u> – Tree maintenance per attached @ 15127 Vantage Hill Rd. Take down & remove declining Crab Apple tree from the front

			yard. Backfill hole as needed w/ soil, then seed & straw. Tree=\$175.00; slump=\$190.00.
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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	\$3,206.90	GL Code: 620200- 100006	<u>Structura Invoice #51287</u> – Structural engineering services provided through March 15, 2020.
2	\$1,467.16	GL Code: 621000- 100006	<u>LWMC Physical Properties #176216</u> – Bldg. #13-15121 Glade Dr. – Ran 90 feet of 7/8 cable down 3-inch stacks and 90 feet of 5/8 cable down 2 inch stacks from the roof. 5/13/2020
3	\$1,396.50	GL Code: 621000- 100006	<u>LWMC Physical Properties #176280</u> – Bldg. 14 – 3501 Forest Edge Dr. – Ran 90 feet of 7/8 cable down 3 inch and 90 feet of 5/8 cable down 2-inch stacks had heavy grease build up. 5/14/2020
4	\$1,551.00	GL Code: 621000- 100006	<u>LWMC Physical Properties Invoice #176392</u> – Bldg. 15 – 3500 Forest Edge Dr. Ran 90 feet of 7/8 cable down all 3-inch stacks. 30 minutes added to clean cables. 5/22/2020
5	\$1,511.50	GL Code: 621000- 100006	<u>LWMC Physical Properties Invoice #176908</u> – Bldg. 17 – 3511 Forest Edge Dr. Ran 90 feet of 7/8 cable down all 3-inch stacks. Ran 90 feet of 5/8 cables down all 2-inch stacks. 30 minutes added to clean cables. 6/8/2020
6	\$1,448.64	GL Code: 620900	<u>Orkin</u> – Prepay services for the PC Standard – Monthly Service. Annual Amount.

Resolution #247, 6/16/2020

(3) Reimbursement: Upon motion duly made, the Board agreed,

To reimburse John and Annette Loveday, in the amount of \$100.00 for the duplicate payment of the Mutual move in fee. 15100 Glade Dr. #3G

Resolution #248, 6/16/2020

(4) Palmer Brother Invoice – Approved & Paid – The Palmer Brothers Invoice #94974 in the amount of \$13,970.00 was reviewed by the President, Treasurer, and the Property Maintenance Manager and paid upon the completion of the work by utilizing Resolution #225, 4/21/2020.

C. Property Maintenance Manager Report –

(1) Soffit Project Update– Upon motion duly made, the Board agreed,

To approve the proposal from J&M Construction to install new vinyl vent covers as part of the soffit installation in the amount of \$2,586.44, and to approve payment of the invoice out of the Replacement Reserves [GL690000-100034].

Resolution #249, 6/16/2020

(2) Cleaning Contract – Upon motion duly made, the Board agreed,

To approve cancellation of the Stansbury Building Services effective July 15, 2020 and to authorize the Mutual President to inform Mr. James Slattery by written notice.

Resolution #250, 6/16/2020

Upon motion duly made, the Board agreed,

To approve the contract with Frost Cleaning Services for cleaning services in our apartment buildings, i.e. 2 persons, 3 days/week in the annual amount of \$47,368.56, invoices to be paid on a recurring monthly basis, from July 16, 2020 to June 30, 2021 out of the janitorial budget [GL 620700].

Resolution #251, 6/16/2020

(3) J&M Construction Proposal – Roof Repair – Upon motion duly made, the Board agreed,

To approve the J&M Construction proposal to repair the roof at #5 Vantage Hill Court at a cost not to exceed \$2,000, to be paid from the Operating budget.

Resolution #252, 6/16/2020

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

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

F. Landscape Committee –

(1) McFall & Berry Proposal #T20141ME/ #L20152ME – Retroactive Approval – Upon motion duly made, the Board agreed,

To retroactively approve the McFall & Berry Proposal #T20141ME (\$365.00) and the McFall & Berry Proposal #L20152ME (\$469.00) for the Landscape work.

Resolution #253, 6/16/2020

(2) M14 Watering Request to McFall & Berry – Upon motion duly made, the Board agreed,

To approve the proposal by McFall & Berry to water stressed & new plants & trees as needed, invoices to be presented monthly.

Resolution #254, 6/16/2020

7. Unfinished Business –

A. LWMC 2020 Management & Operating Agreement – Upon motion duly made, the Board agreed,

To approve the LWMC 2020 Management & Operating Agreement dated 5/22/2020.

Resolution #255, 6/16/2020

Upon motion duly made, the Board agreed,

To authorize the Mutual President to negotiate the LWMC 2021 Management & Operating Agreement.

Resolution #256, 6/16/2020

B. LWMC 2020 Supplemental Management & Operating Agreement – Upon motion duly made, the Board agreed,

To not approve the LWMC 2020 Supplemental Management & Operating Agreement.

Resolution #257, 6/16/2020

C. Abandoned Vehicle – The Vehicle Recovery section’s email response was distributed for the Board’s review.

8. New Business –

A. Government Affairs Advisory Committee Application – The Advisory Committee Application was included for the Board’s review. In addition, a copy of the application will be included in the June Grapevine Newsletter.

9. LWCC Advisory Committee(s) –

A. Education & Recreation – There is no report at this time.

B. Security & Transportation – Ms. Carona will email the Security & Transportation report to the Board.

- C. Other Advisory Committees – None at this time.
10. Correspondence –
- A. Petition – Bookshelf – The board received correspondence requesting to add a bookshelf to the first floor in addition to the second-floor bookshelf. Upon motion duly made, the Board agreed,
- To deny the request of placing a bookshelf on the first floor.
Resolution #258, 6/16/2020
- B. PPD Resident Invoice Dispute – The resident of 3510 Forest Edge Dr. #3E requested the Board review and assume responsibility of invoice #175965 (\$103.00) for a clogged drain. The Board will continue the investigation of the backup and will further discuss at the next Board meeting.
11. Open Forum – All questions and comments were responded to by the Board.
12. Next Meeting – Tuesday, July 21, 2020 at 9:30 a.m.
13. Adjournment – The meeting adjourned at 11:39 a.m.

Kathy Viney, Secretary