

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, June 17, 2014**

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 of the Administration Building, on Tuesday, June 17, 2014 at 9:25 A.M.

Directors Present: John Radcliffe, President; Linda O’Neil, Vice President; Kathy Viney, Secretary; Barbara Palmer, Treasurer; Barbara Martin, Vickie McCarty, James Moores; Directors

For Management: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

Visitors: Betti Goodman, Pat Leanza, Donald Pruett, Emergency Prep Advisory Committee: Duke DuCharme, Chair; Emily Geller, Maureen McCleary

- 1. Call to Order – Mr. Radcliffe called the meeting to order at 9:30 A.M.**
- 2. Welcome Visitors – Mr. Radcliffe welcomed Betti Goodman, Pat Leanza, Donald Pruett, Duke DuCharme, Emily Geller and Maureen McCleary to the meeting.**
- 3. General Manager’s Report – Kevin Flannery, General Manager, presented the General Manager’s Report for June 2014. All questions and comments were responded to by Mr. Flannery.**
- 4. Adoption of Agenda – The agenda was approved as presented.**
- 5. Approval of the Minutes – The minutes of May 20, 2014 were approved as presented.**
- 6. President’s Comments – Mr. Radcliffe’s comments included: A. Drainage issue @ 2C (Lamb) was resolved by H&H Concrete; however was costly for the Mutual (\$20,000). B. Welding project progressing well/lead base paint testing was conducted. C. Post work will start next week. D. Installation of roof to garage without Board approval/Board will send letter to cited resident with explanation of ABM process, violations and sanctions.**

7. **Open Forum – From the Floor: A. Approval/authorization of costly projects/emergency repairs-entire Board should be contacted.**

8. **Reports-Officers/Committee Chairs**

A. **Secretary’s Report – Viney –**

(1) Status Report – (attachment 1)– Copies of the report was made available to the Board and reviewed by Ms. Viney.

B. **Treasurer’s Report –Palmer –**

(1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Ms. Palmer.

Upon motion duly made by Barbara Palmer, the Board agreed,

To approve the payment of the List of Invoices (under \$1,000) in the amount of \$3,320.40.

Resolution #16, 6/17/14

To approve the reimbursement to John Radcliffe for the payment of \$250.00-to Lead Probe for the survey to test 11 steel beams for presence of lead base paint-results were negative.

Resolution #17, 6/17/14

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the payment of \$1,104.34 to Dynalectric Company- Invoice#: T&M50053-Invoice Date: 2/27/14-Installation of chains and sign for all sprinkler systes (PerNFPA-13 Code Requirements) in all apartment buildings in Mutual 14.

Resolution #18, 6/17/14

Upon motion duly made by James Moores, the Board agreed,

To approve the payment to McFall/Berry-Invoice #:167733-Invoice Date:5/22/14, Proposal #14135-Supply and install 2014 Annual Flowers @ Bed 1-NLW Blvd & Vantage hill Road and

Bed 2-Vantage

Hill Court Circle Beds in the amount of \$1,392.00.

Resolution #19, 6/17/14

C. Property Maintenance Committee – Leanza- Copies of the minutes of the PMC meeting held on June 5, 2014 were provided to the Board.

Mr. Leanza's report included: (1) Moment of silence noted the passing of long time Property Maintenance Committee member Ken Schroeder. (2) Dryer Vent Issue-The Committee has not received any response to its search for additional bids for the dryer vent cleaning project. After discussion,

Upon motion duly made by Pat Leanza, the Board agreed,

To accept the PPD proposal for the cleaning of all of the dryer vents in Mutual 14 at a cost of \$59.00 per unit.

Resolution #20, 6/17/14

(3) Gutter Cleaning- Mr. Leanza recommended that gutters be cleaned prior to May 1st and after November 1st (twice yearly). It was suggested that estimates be obtained for this project.

(4) Suggestion-consolidation of non-emergency work requests in common areas-to be handled by the PMC. The Board agreed to do this on a trial basis.

D. Advisory Committee – Viney – Ms. Viney's report included: (1) Welcome packets were given to the Building Representatives and it was stated that visitations are no longer a requirement. (2) Informed of new procedure that non-emergency maintenance requests in common areas are forwarded to the PMC. (3) All resident issues be forwarded to Ms. Viney who will then forward it to the MA.

E. Landscape Committee – Moores – The Committee completed a walk through the property/letters to be sent to residents. Mr. Radcliffe will find out who is responsible for the removal of debris at Mary Lamb's unit (drainage problem).

F. Social Committee – Moores – The June 10th picnic went very well.

G. Rules Committee – Viney – Copies of the Mutual 14 Rules and Procedures, Proposal #1 (Move In /Move Out Charges) and Proposal #2 (Move In/Move Out Schedule) were provided to the Board. After discussion,

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the new rule – “A \$100 “moving charge” will be imposed on the unit owner each time a resident moves in and moves out of their unit”.

Resolution #21, 6/17/14

Upon motion duly made by Kathy Viney, the Board agreed,

To approve the amendment to Mutual 14 Rules and Procedures:
Revised November 1, 2013, Procedures for Moving In – Moving Out
of Mutual 14, page 12, paragraph 2:

From: Moves may only be scheduled between 8:00 am & 5:00 pm,
Monday through Friday.

To: Moves may only be scheduled between 8:00 am & 5:00 pm,
Monday through Saturday.

Resolution #22, 6/17/14

9. **Grapevine** – A general statement referencing the maintenance policy will be published in the upcoming edition of the Grapevine.
10. **Unfinished Business** – There were no items of Unfinished Business at this time.
11. **New Business** –
 - A. **Emergency Preparedness Committee Presentation-** Duke DuCharme and Maureen McCleary, EPAC representatives provided a presentation on Residents Awareness in Mutual Program (RAMP).
Informational materials were provided to the Board.
 - B. **Electric Car-** Subject is being discussed at different levels; currently there are no electric cars in Leisure World.
 - C. **ABM Procedures/Sanctions/Fines-** Subject discussed at President’s Comments. It was agreed that a letter be sent to Steven & Goldstein (#6B) requesting the certification of the contractors installed the roof and also stating that for the duration of the the roof and their residency, they are fully responsible for the maintenance of the roof.
 - D. **Mice-** Several complaints from Building #12 regarding mice/contact Pest Control Department for installation of black boxes.
12. **LWCC Advisory Committees** –

Mary
that
life of

- A. **Education/Recreation-Leanza – (attachment 4)** – Copies of the report were attached to the agenda.
 - B. **Restaurant-Moores-** Mr. Moores made available the sketch for the planned Restaurant project.
 - C. **Emergency Prep-Pruett-**Subject discussed at 11. **New Business A. Emergency Preparedness Committee Presentation.**
 - D. **Security/Transportation-Pruett-** Topics discussed Security schedule/bus insurance.
13. **Next Meeting** – Tuesday, July 15, 2014 – 9:30 A.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 11:25 A.M.

John Radcliffe, President