

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday December 16, 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, December 16, 2014 at 9:25 A.M.

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

Directors Absent: John Radcliffe

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

Visitors: Barbara Bowers, Beth Leanza, Pat Leanza, Donald Pruett, Dorothy Taylor, Elinor Walker

1. **Call to Order** – Mrs. O’Neil called the meeting to order at 9:25 A.M.
2. **Welcome Visitors** – Mrs. O’Neil welcomed Barbara Bowers, Beth Leanza, Pat Leanza, Donald Pruett, Dorothy Taylor and Elinor Walker to the meeting.
3. **General Manager’s Report** – Kevin Flannery, General Manager, presented the General Manager’s Report for December 2014. All questions and comments were responded to by Mr. Flannery.
4. **Adoption of Agenda** – The agenda was approved as amended. Add: Unfinished Business-A. President’s Process for Decision Making. B. Bldg. #10-1F. New Business-C. Letter to Realtor.
5. **Approval of the Minutes** – The minutes of November 18, 2014 were approved as presented.
6. **President’s Comments** – Mrs. O’Neil’s comments included: A. Mutual 14 has experienced a good year, handled many issues and made very thoughtful decisions and this is due to a very productive Board of Directors, with unique perspectives and value of each others’ comments and contributions. Mrs. Neil thanked the Board on behalf of Mr. Radcliffe and herself. B. Mrs. O’Neil also expressed gratitude to Pat Leanza, new Chair of the

Property Maintenance Committee. The Committee is doing very well and issues are being met with concentrated efforts by each member of the Committee.

7. Open Forum – From the Floor: A. Clock needed in Building #12.

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. Liens have been assessed against the estates of three of the four delinquent accounts.

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 Bobbie Palmer, the Board agreed,

To approve the payment of the List of Invoices (11-19-14 through (12-16-14) (under \$1,000) in the amount of \$2,906.30. Inclusive of said motion-approve the reimbursement of \$19.31 to Kathy Viney (23), and the reimbursement of \$64.00 to Linda O’Neil (25).
Resolution #75, 12/16/14

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

To approve the payment of \$1,188.00 to LWMC (48025) for the cleaning of the gutters and downspouts and unclogging of the underground pipes in Mutual 14.
Resolution #76, 12/16/14

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

To approve the payment of \$1, 839.53 to LWMC (48346) for the painting of eight zebra boxes at the front entrance of each apartment building in Mutual 14.
Resolution #77, 12/16/14

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

To approve the payment of \$1,820.26 to Chen & McCabe, LLP, Invoice #:45283-Invoice Date: 11/30/14-For professional services rendered in the filing of Notices of Intent, Claims against Estate, Postage and Filing fees re:

Rice-3511 Forest Edge Drive, 3E, Dosch-3501 Forest Edge Drive, 2E and Schroeder, 3500 Forest Edge Drive, 2C.

Resolution #78, 12/16/14

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

To approve the reimbursement in the amount of \$48.00 to Barbara Martin, for the purchase of flowers for the lobbies of the eight apartment buildings in Mutual 14.

Resolution #79, 12/16/14

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

To include in one resolution the request for reimbursement from the Nixon Trust, 3500 Forest Edge Drive, #15-3G in the amount of \$291.48 to Mutual 14 for repairs of water damage caused by the master bath shower leaking on 10/9/14 into units #15-1G and #15-2G. The unit is in foreclosure-request will be sent to legal counsel.

Inclusive in same said resolution-request reimbursement from Boris & Maureen DeSouza, owners of 15101 Glade Drive, #10-1E, to Mutual 14 in the amount of \$929.99 for water clean up caused by a leak in the hallway toilet in 11/18/14.

Resolution #80, 12/16/14

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

To authorize the President and Vice President of Mutual 14 Board of Directors, to approve payment of all invoices received as of December 16, 2014 through December 31, 2014.

Resolution #81, 12/16/14

C. **Property Maintenance Committee – Leanza**- Copies of the PMC December 4, 2014 meeting minutes were provided to the Board

and

reviewed by Mr. Leanza.

D. **Advisory Committee – Viney** – Ms. Viney’s report included: (1) 2 new Building Representatives for Building 13-Jackie Rabinow and Dorothy Taylor. (2) New meeting time for 2015: 2nd Tuesday of other month.

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E. **Landscape Committee – Moores** – The Landscape Committee will have its first meeting in March 2015.

F. **Social Committee – Moores** – Mr. Moores presented a report from Sharon Moores, Chair, thanking all who volunteered to assist in all of

the social functions throughout the year. The report will be published in the Grapevine.

- G. Rules Committee – Viney – There was no report at this time.
9. Grapevine-Beth Leanza –Upon receipt of items for publication, newsletter will be forwarded to the MA for copying and distribution.
10. Unfinished Business –
- A. Process for Decision Making-Radcliffe- Mrs. O’Neil reviewed the process used by the President whenever the need arises to make urgent decisions: Upon receipt of call from resident-will call another Board member (usually the Vice President). Contacts are then made to the Rules Committee, Legal and Security staffs, and past presidents of the Board and past and current chairs of the PMC and then brought to the Board.
- B. Bldg. #10-1E and 1F – Leaking problem in #10-1E (hall toilet)-after repairs, it was discovered that there was a leak in the pipe under the shower in 1F-It was stated that the shower had to be jack hammered to do repairs. Mutual will pay to repair pipe but owner responsible for repairs to shower. After discussion between owner and Mr. Radcliffe, PPD to do the repairs and then decision will be made as to who is responsible for the cost.
11. New Business –
- A. Ceiling Issue-Junghans – Discussion on 3rd floor ceiling issues- to include settling and nail pops-matters that will have to be considered and acted upon by the Board.
- B. Rentals – Rental policy for Mutual 14-It was agreed to publish an article in the Grapevine requesting input from the residents on the subject.
- C. Letter re: Realtors – Concerns on misinformation provided by realtors has resulted in the development of a letter to be sent to all unit owners in Mutual 14.
12. LWCC Advisory Committees –
- A. Education/Recreation-Leanza-(attachment 4) – Copies of the report were provided to the Board and reviewed by Beth Leanza.
- B. Restaurant-Moores – Grapevine article-All You Can Eat Breakfast Buffet-Monday through Saturday, from 9 A.M. to 11 A.M. - \$7.50.

- C. **Emergency Prep-Pruett** – Mr. Pruett’s report included: (1) Promotion of workshops in 2015. (2) Continuation of publishing articles in the LW News. (3) Health Fair in the spring. (4) Fire Forum.
- D. **Security/Transportation-Pruett** – The Y8 Bus only public transportation to come into Leisure World.
13. **Next Meeting** – Tuesday, January 20, 2015 – 9:30 A.M. – Sullivan Room
14. **Adjournment** – The meeting adjourned at 11:00 A.M.

Linda O’Neil, Vice President