

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, May 19, 2015

Res #7 - #12

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, May 19, 2015 at 9:30 a.m.

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

For Management: Kevin Flannery, General Manager; Renee Steward, Mutual Assistant.

Visitors: Jackie Rabinow, Beth Leanza, Pat Leanza.

1. Call to Order – Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mrs. O'Neil welcomed visitors to the meeting.
3. General Manager's Report – Kevin Flannery, General Manager, presented the General Manager's Report for May 2015. All questions and comments were responded to by Mr. Flannery.
4. Adoption of Agenda – The agenda was approved with the correction of item 5 to state: Approval of Minutes of April 21, 2015; and, to change the order by placing the Treasurer's Report immediately following the President's Comments.
6. Approval of the Minutes – The minutes of March 17, 2015 were approved as amended: Beth Leary corrected to Beth Leanza in Visitors.
7. President's Comments – Mrs. O'Neil thanked Mr. Radcliffe for initializing the Structural Report several years ago. She said the Board is in the process of interior and exterior updates to the buildings. Discussion will continue in the future on possible rental restrictions.
8. Reports – Officers/Committee Chairs –
  - A. Secretary's Report – Viney –

(1) Status Report – (attachment 1) – Copies of the report were made available to the Board and reviewed by Ms. Viney. *(The figures remain the same as last month's Board meeting.)*

Ms. Viney reported only three insurance claims remain unpaid.

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. The Board discussed the varying invoice amounts for snaking the stack vents in the buildings. They concluded that in the future they will investigate possible PPD contracts for annual maintenance work. Ms. Palmer noted that Invoice #1 in the amount of \$220 for painting inside a unit is the responsibility of the unit owner. The Board agreed to send the invoice back to PPD and request that the owner is billed.

Upon motion duly made and seconded, the Board agreed -

To approve the payment of the List of Invoices (4/22/15 through 5/19/15), under \$1,000 in the amount of \$3,881.98.

Resolution #7, 5/19/15

The Board further agreed -

To approve payment to PPD for the cleaning of the gutters and downspouts in Mutual 14 (Invoice #56569) at a cost of \$1,012 with payment from #621600.

Resolution #8, 5/19/15

Insurance Claim: To approve payment of \$1,056.07 to LWMC for water clean-up in #10-1C and #10-1G caused by blockage in main drain line; with payment from #611800-100002.

Resolution #9, 5/19/15

C. Property Maintenance Committee – Leanza- Copies of the minutes of the May 7, 2015 PMC meeting were attached to the agenda. All comments and questions were responded to by Mr. Leanza and the PMC members.

Painting Contract – Upon motion duly made and seconded, the Board agreed –

To approve the painting contract with Avery Painting for painting Buildings 14 and 15, at a cost of \$42,000 per building with payment from the Maintenance Reserve.

Resolution #10, 5/19/15

Carpet Contract – The Board further agreed –

To approve the carpeting contract with Mid-Atlantic Floors for carpeting Buildings 12 and 14 at a total cost of \$34,392; and the installation of the EPDM at an approximate cost of \$25,000 per building.

Resolution #11, 5/19/15

D. Open Forum – Ms. McCarty asked if residents are allowed to wash their cars in the Mutual. The Board replied this is allowed. Ms. McCarty asked the Board to consider holding evening Board meetings on a quarterly basis. Following discussion, the Board agreed -

To explore holding quarterly evening Board meetings at 6:00 p.m. at a location to be determined.

Resolution #12, 5/19/15

- E. Advisory Committee – Viney – No report.
- F. Landscape Committee – Moores – Mr. Moores reported that letters will be sent to owners reminding them to maintain the four feet area around their units. The tree next to the rock garden will be taken down.
- G. Social Committee – Moores – Mr. Moores reported a picnic will be held on the Court on June 11.
- H. Rules Committee – Viney – No report.
- 9. Grapevine-Beth Leanza –Grapevine to be published upon receipt of all articles.
- 10. Unfinished Business –
  - a) Rental Restriction – Mrs. O’Neil reported three meetings were held with residents to discuss rental restrictions.
  - b) Status of Insurance Claims – This item was discussed earlier in the meeting.
- 11. New Business – None.
- 12. LWCC Advisory Committees –
  - A. Education/Recreation-Leanza – The report was included in the Board agenda packet.
  - B. Restaurant-Moores – Mr. Moores noted that the Facilities Enhancement Plan (FEP) is moving forward.
  - C. Emergency Prep-Pruett – Mr. Pruett reported the Health Fair was a success.
  - D. Safety/Transportation-Pruett – Mr. Pruett reported the S & T Committee is reviewing wages/salaries of gate guards and other security personnel.
- 13. Next Meeting – The next meeting will be held Tuesday, June 16, at 9:30 a.m. in the Sullivan Room.
- 14. Adjournment – The meeting adjourned at 11:55 a.m.

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Linda O’Neil, President