

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Tuesday, December 20, 2016

Res #96-#107

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 Administrative Building, on Tuesday, December 20, 2016 at 9:30 a.m.

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

For Management: Kevin Flannery, General Manager; Kenia Callejas, Mutual Assistant

Visitors: Ron Krams, Sharon Moores, Harold Crisp, Carol Emel, Jackie Rabinow, Suzanne Schust, Barbara Bower, Leona O'Riley, Jim O'Neil, Ruth Hunter, Don Pruett.

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 presented the General Manager's Report for the month of December 2016. The report was received, noted and made part of the record.
4. Management & Operating Agreement/ Supplemental Contract – Mr. Flannery explained the M&O agreement and the supplemental contract. The following was discussed:
  - A. Non-high-rise Mutuals had been interested in extra services with maintenance from Leisure World which is why the supplemental contract was made.
  - B. The Community Services Department was created three years ago, but was only staffed by Nicole Gerke. The Department now has three people which are Nicole Gerke, Ronny Cabrera, and Scott Sigel.
  - C. The Supplemental Contract will hopefully meet the needs of Mutual 14 because they previously wanted a Property Manager. The contract will include an inspection checklist sheet, quarterly inspections, annual

assessments and a representative from the Community Services Department to attend the PMC meetings.

- D. The Supplemental Contract will help provide for the extra maintenance services that the Mutual is looking for and save the Mutual \$30,000.

Upon motion duly made by Jim Moores and seconded by Barbara Martin, the Board agreed:

To approve the 2017 Management & Operating Agreement and Supplemental Contract.

Resolution #96,12/20/16

5. Adoption of Agenda – The agenda was approved as presented.
6. Approval of Minutes – The minutes for November 15, 2016 were approved as presented.
7. President's Comments – Linda reported the following:
  - A. Mutual 14 is not that largest Mutual but it is one of the most active.
  - B. Thanks to the Board for their expertise and dedication and thanks to the PMC, Landscape, Social Committee and the Building reps.
  - C. A request to enlarge the Board was made but it should be submitted in writing because it requires a bylaw amendment and it needs to be reviewed by the Board.
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.
    - (2) Report on B15-2B Court Decision – John Radcliffe reported the following:
      - a. John Radcliffe attended the Court Case back in August for the delinquent unit #15-2B with the attorney John McCabe and the Director of Accounting Dawn Gaynor.

b. The Judge had ordered mediation which it was then agreed that the resident would make payments to pay off the debt. The payments would have to be made before January 1, 2017.

c. As of now the resident has not made any payment.

B. Treasurer's Report- Palmer:

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

Upon motion duly made by Kathy Viney and seconded by John Radcliffe the Board agreed:

To approve the payment of the List of invoices (11/15/16 through 12/20/16) under \$1,000.00 in the amount of \$2,206.52.

Resolution #97, 12/20/16

To approve the payment of the following invoices over \$1,000.00

Upon motion duly made by Kathy Viney and seconded by Beth Leanza, the Board agreed:

\$1,022.00 LWMC #96721 – Cleaned gutters and downspouts at buildings 14, 16, 17 and plaza homes

Resolution #98, 12/20/16

\$1,760.00 McFall & Berry #190101 – Landscape work at Bed #2

Resolution #99, 12/20/16

\$5,000.00 McFall & Berry #190007 – Grade & Sod all areas to be paid out of the Contingency Reserve

Resolution #100, 12/20/16

\$1,550.00 McFall & Berry #190731 – Tree Maintenance to be paid out of the Contingency

Resolution #101, 12/20/16

Upon motion duly made by Kathy Viney and seconded by Bobbie Palmer, the Board agreed:

To authorize the President and/or Vice President of Mutual 14's Board of Directors to approve the payment of invoices between December 20 and December 31, 2016.

A list of those invoice are to be attached to the minutes of the January 2017 Board meeting.

Resolution #102, 12/20/16

C. Property Maintenance – Hal Crisp reported the following:

(1) Fire Alarm System – The system is in process and right now the committee is waiting for PPD to identify the phone lines. The committee is also waiting for a quote from Dynaleletric.

D. Building Rep. Committee – Kathy Viney – Copies of the Bldg. Rep meeting minutes were received, noted and made part of the record.

E. Landscape Committee – Sharon Moores – McFall & Berry will be submitting invoices for \$260 for planting a tree on Vantage hill Rd and \$1,600 for taking a tree down.

F. Social Committee – Sharon Moores – The Holiday party was a very good turnout. There was an excess amount of chicken but it was sold to the baby boomers dinner.

G. Rules Committee – None.

9. Unfinished Business –

A. Vote to amend the Mutual 14 Rental Bylaw – There had been a very good response to the call for ballots to amend our Rental Bylaws. 134 units responded and a vast majority of them were in favor of the amendment. However, because our Bylaws hold that each vote represents a percentage of the total number (193) of units (rather than one unit, one vote), and abstentions or no responses are considered "no" votes, the Board did not reach approval by the required 66 2/3%.

Total responses: 134 (69.43%)  
"Yes" responses: 117 (87.31%)  
"No" responses: 17 (12.69%)

% "Yes"                      62%  
% "No"                         8%

As you can see, **the amendment did not pass**. Thank you all for participating.

B. Ductwork & Vents Re: B13-3G –

Upon motion duly made by Jim Moores and seconded by Barbara Martin, the Board agreed:

To remove the pervious question from the table and bring it before the Board.

Resolution #103, 12/20/16

Upon motion duly made by John Radcliffe and seconded by Bobbie Palmer, the Board agreed (4 Yay, 1 Nay):

To approve the payment of \$900.00 to upgrade the ductwork from the bathroom vent to the outside.

Resolution #104, 12/20/16

10. New Business -

A. ABM: 15121 Glade Dr. #13-3G –

Upon motion duly made by John Radcliffe and seconded by Bobbie Palmer, the Board agreed:

To approve the ABM (Application for Building Modification) to extend and repair bathroom exhaust ducts for proper venting to the outside.

Resolution #105, 12/20/16

B. 2016 Audit Engagement Letter –

Upon motion duly made by John Radcliffe and seconded by Kathy Viney, the Board agreed:

To approve Malvin Riggins + Company as auditors for 2016 and to take full advantage of the discount by not having a virtual or representative from Malvin Riggins + Company present the audit.

Resolution #106, 12/20/16

Upon motion duly made by Kathy Viney and seconded by Bobbie Palmer, the Board agreed:

To elect to file the corporate income tax returns using 1120H.

Resolution #107, 12/20/16

- C. Community Facilities Fee Waiver – B16-1G – The community facilities fee waiver was denied for unit #16-1G because the LWCC Board doesn't have a policy for floods.

11. LWCC Advisory Committees –

- A. Education/ Recreation – Beth Leanza – No Meeting.
- B. Restaurant – James Moores – The Meeting was canceled.
- C. Emergency Prep – J. Donald Pruett – There is a new battalion chief named Amy Vandalin.
- D. Security/ Transportation – J. Donald Pruett – There will be new buses in the spring. Giant Foods will have a place for carts.

12. Open Forum – Jackie Rabinow, Don Pruett, and Ron Krams spoke.

13. Next Meeting – Tuesday, January 17, 2016 at 9:30 a.m. in the Sullivan Room

14. Adjournment - The meeting was adjourned at 11:06 a.m.

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Linda O'Neil, President