

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, April 18, 2017

Res #129-#136

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 April 18, 2017 at 9:30 a.m.

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

For Management: Kevin Flannery, General Manager; Brenda Callejas, Assistant Director of Accounting & Finances; Kenia Callejas, Mutual Assistant

Visitors: Sharon Moores, Elinor Walker, Leona O'Reily, Pat Leanza, Harold Crisp, Carol Emel, Don Pruett, Barbara Bowers, Jessie Fitzpatrick Jim O'Neil, Ron Krams.

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 April 2017. The report was received, noted and made part of the record.
4. Audit Presentation – Brenda Callejas presented the 2016 draft audit.

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

To approve the 2016 draft audit as presented.

Resolution #129, 4/18/17

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

To have the amended and approved list of invoices under \$1,000 to be included in the official minutes of each meeting of the Board of Directors.

Resolution #130, 4/18/17

5. Adoption of Agenda – The agenda was approved as amended to add 9. F. Smoking with oxygen.
6. Approval of Minutes – The minutes for March 21, 2017 were approved as presented.
7. President's Comments – None.
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.

B. Treasurer's Report- Palmer:

(1) Current Invoices –

\$45.00	1. LWMC #103670 – Installed dryer vent cover at 3501 Forest Edge Dr. #16-1E (Milner, William and Vera)
\$45.00	2. LWMC #103669 – Removed tape from bricks at Bldg. 15
\$59.84	3. LWMC #104806 – Reinstalled post back on concrete at Bldg. 10
\$66.00	4. LWMC #105082 – Some adjusted and tightened the screws at Bldg. 16
\$66.00	5. LWMC #103942 – Prep to fabricate new latch cover. Found old latch cover still in serviceable condition. Re installed old latch cover at Bldg. 12
\$88.88	6. LWMC #104131 – Replaced bulbs in both fixture on 3 rd floor lobby and bulbs in one fixtures between 2B and 2C at Bldg. 13
\$93.14	7. LWMC #104968 – Replaced photocell at Bldg. 10
\$159.42	8. LWMC #105550 – Replaced main valve to unit, new valve test with no leaks. Installed and labeled access panel at 3501 Forest Edge Dr. #14-2E (Holmes, Annie)
\$139.37	9. LWMC #105399 – Replaced a door closer at Bldg. 12
\$198.00	10. LWMC #105465 – Turned off all heat lobby, checked elevator room A/C for proper operation
\$212.70	11. LWMC #105131 – Per Mutual Maintenance Agreement – Tested all emergency lights in bldgs. 10-17 for proper function. Found 4 bad bulbs and one broken head
\$272.78	12. LWMC #103818 -Found main valve leaking, tightened packing nut and watched valve. Valve is not dripping but is in bad condition and needs to replace. Shut down building and replaced main valve tested no leaks at 15111 Glade Dr. #12-1D (Ames, Carol)
\$283.46	13. LWMC #104653 – Removed two fixtures hanging by the wires at Bldg. 12 and 14. Installed new fixtures
\$425.00	14. Reimbursement to Harold Crisp for the venting portion of the project
\$57.85	15. LWMC #105308- installed one clamp and screen to prevent bird from going to the post at 15121 Glade Dr. #13-3B (Stille, Elise) Pay new M-type invoice upon arrival
\$80.00	16. Reimbursement to Linda O'Neil for pet waste eliminator bags.
\$120.00	17. LWMC #105760 – Ran 30' of cable to clear grease pan under sink was full of water but no leak found. 30 min added to clean cables sink was draining at 15100 Glade Dr. #11-1F (Saunders, Richard) Pay new M-type invoice upon arrival

Upon motion duly made by Kathy Viney and seconded by Jim Moores the Board agreed:

To approve the payment of the List of invoices (3/21/17 through 4/18/17) under \$1,000.00 in the amount of \$2,412.

Resolution #131, 4/18/17

Upon motion duly made by Kathy Viney, and seconded by Jim Moores the Board agreed; To approve the payment of the following invoices over \$1,000.00:

\$1,434.24 Orkin Account # 25342650 – Annual amount for pest control

Resolution #132, 4/18/17

Upon motion duly made by Kathy Viney, and seconded by Jim Moores the Board agreed; To approve the payment of the following invoices over \$1,000.00:

\$3,111.00 Dynalectric #TM66823 – Annual fire alarm test and sprinkler visual inspection

Resolution #133, 4/18/17

Upon motion duly made by Kathy Viney, and seconded by Jim Moores the Board agreed; To approve the payment of the following invoices over \$1,000.00:

\$3,500.00 McKenzie Engineering Service, P.C. – Approve payment for submitting slab repair drawings to contractors for estimating.

Resolution #134, 4/18/17

C. Property Maintenance – Pat Leanza and Linda O’Neil reported the following:

- (1) Driveways, Concrete Repairs, Sidewalks- The committee will ask Mr. Cabrera to review the concrete deficiencies identified last year. The committee was concerned about several tripping hazards especially on Interlachen Drive. These hazards are Leisure World responsibility and should be included in this year’s projects. The request to install sidewalk between Leisure World Blvd and Vantage Hill Court was discussed. There was concern that residents of other Mutuuls would use as a short cut disturbing the adjacent residents along the path. The committee discussed whether sufficient space was available to put a sidewalk alongside the south side of Vantage Hill Rd. It was agreed to refer this to Mr. Cabrera for review and evaluation.
- (2) Painting – The committee discussed whether the peeling of the catwalk pans should be addressed this year or deferred until the buildings are painted next cycle.
- (3) Benches- There was discussion about the benches in the Central Park area being secured to prevent the wind from blowing them over. There was also discussion about adding an additional smaller bench.
- (4) Elevators- Deficiencies in the elevators in Building 14 and 16 need to be addressed as a priority.
- (5) Power Panel- Mr. Crisp noted the need for infrared testing and inspection of the panels in the eight apartment buildings. This work is required every three years and has not been done in many years. Mr. Cabrera will get a quote for this work, which is expected to cost over \$10,000.
- (6) The Board also discussed the procedures of paying and sending work orders to physical properties.

Upon motion duly made by Beth Leanza and seconded by Bobbie Palmer, the Board agreed:

To look into the PMC’s procedures on sending work request.

Resolution #135, 4/18/17

D. Building Rep. Committee – Kathy Viney reported the following:

(1) The Building Reps met on Tuesday, April 11 and the meeting was well attended. The up-coming annual meeting and the election of directors for the board was discussed, and proxies were explained. But most of the conversation revolved around who to contact with maintenance issues and, more importantly, who is responsible for following up and communicating with residents.

E. Landscape Committee – Sharon Moores – The committee will perform a walk through on April 19th. Mrs. Moores asked that Board if she can send letters to resident who aren't maintaining their gardens. The Board agreed to let her send the 1st 14-day letter to residents and the 2nd 14-day letter will come from the Board.

F. Social Committee – Sharon Moores – Picnic on June 7th.

G. Rules Committee – None.

9. Unfinished Business –

A. Letter to Lamb's attorney from our attorney – The Mutual 14 attorney is waiting for a response from the Lamb's attorney.

B. Fire Alarm Contract –

Upon motion duly made by Kathy Viney and seconded by Jim Moores, the Board agreed:

To approve the (3) Dynalectric contracts presented for the installation of a new Fire Alarm system in the right apartment buildings:

- 1) Labor & Materials to relocate existing and install new wiring, panels, etc. in the amount of \$119,192.00;
- 2) Labor & Materials to replace sprinkler heads and install sprinkler flow switches & monitors in the amount of \$45,656.00; and
- 3) Labor & Materials to perform the electrical work and install a monitoring phone line in the amount of \$12,760.00, for a total of \$177,608.00. To all be paid from Replacement Reserves.

Resolution #136, 4/18/17

C. Doxie Unit – The Doxie unit was passed down from Bank of America to an attorney.

D. Ongoing issues in Mutual 14 – Linda O'Neil discussed ongoing issues that she has been working on in Mutual 14.

E. Rule about smoking near oxygen – Linda O'Neil asked the Board if they can have a written rule about smoking near oxygen. A rule will be brought up for consideration.

10. New Business -

A. 2nd floor plumbing B-13 – Last Month an owner was requesting reimbursement from a plumbing issue in the 2nd floor but when an issue only occurs in a single unit it is because that unit is the cause of the issue.

- B. Flexibility on deliveries – Linda O’Neil discussed with the Board to be consider being flexible with deliveries.
- C. Park Benches – The Board is considering getting new park benches.
- D. Resident Complaint – A letter will be sent to the owner of the rented unit that is violating the 80% carpet rule.
- E. Bedbug issues – A letter will be sent to the owner of a vacant unit for an inspection of bedbugs that is causing issues in the unit next door.

11. LWCC Advisory Committees –

- A. Education/ Recreation – Beth Leanza – Mrs. Leanza provided a written report from the E & R committee to the Board members. She did report that Kevin Flannery brought up the nuclear approach to the pool and the lanai to have them torn down. Kevin Flannery also said that after the Admin Building and Clubhouse 1 are finished they would still be left with a million dollars. The fitness center is on target and the committee agreed never to ask for a fee. The lions club is having a food drive and for their 30th anniversary they are collecting glasses and towels.
- B. Restaurant – James Moores – Bobby is now part of the Restaurant management.
- C. Emergency Prep – J. Donald Pruett – There will be a Health Fair in April and a Health Fair with the Jewish Council in May.
- D. Security/ Transportation – J. Donald Pruett – The Security Department got new buses with the new Leisure World logo, and they are revising the parking rules and sending to the LWCC Board.

12. Open Forum – Leona O’Reilly, Ron Krams, Carol Emel, Beth Leanza, Jim Moores and Eleanor Walker, and Sharon Moores spoke.

13. Next Meeting – Tuesday, May 16, 2017 at 9:30 a.m. in the Sullivan Room

14. Adjournment - The meeting was adjourned at 11:37 a.m.

Elizabeth Leanza, Secretary