

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Tuesday, November 21, 2017

Res #82 - #93

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, November 21, 2017 at 9:30 a.m.

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

Management: Kevin Flannery, General Manager; Jocelyn Ruiz, Mutual Assistant;
Kenia Ibanez, Mutual Assistant

Visitors: Jim O'Neil, Ron Krams, Mary Lamb, Dorothy Taylor, Annie Holmes,
Kathy Viney, Ruth Hunter, Cathy Madden, Jackie Rabinow,
Patrick Leanza, Donald Pruett, Carol Emel, Barbara Bowers,
Sharon Moores

1. Call to Order – Mrs. O'Neil called the meeting to order at 9:30 a.m.
2. Welcome Visitors - Mrs. O'Neil welcomed the visitors present.
3. General Manager's Report – Kevin Flannery presented the General Manager's Report for the month of October 2017. The report was received, noted and made part of the record.
4. Adoption of Agenda – The agenda was approved as presented.
5. Approval of Minutes of October 17, 2017 – The minutes were approved as presented.
6. Approval of Minutes of October 12, 2017 – The minutes were approved as presented.
7. Approval of Minutes of October 18, 2017 – The minutes were approved as amended.

Upon motion duly made by Barbara Martin and seconded by Leona O'Reilly, the Board agreed:

To edit Resolution #81 to remove all wording after the semicolon.

Resolution #82, 11/21/17

8. President's Comments – Ms. O'Neil announced that the Grapevine has requested Committee Chairs to submit any information to be included in the newsletter by Friday,

November 24, 2017.

9. Reports – Officers/Committee Chairs –

A. Secretary’s Report – Leanza –

(1) Status Report – The report was made available to the Board and presented by Ms. Leanza.

B. Treasurer’s Report – Palmer –

(1) Invoices:

1. \$55.08 LWMC #118295 – Replaced bulbs in two fixtures and tested at 3500 Forest Edge Dr. #15.
2. \$57.55 LWMC #117473 – Replaced smoke detector at 3500 Forest Edge Dr. #15 – 3D (Phillips, Aslaug). Credit resident and rebill to Mutual. Pay new M type upon arrival.
3. \$65.29 LWMC #117623 – Install transition strip at elevator. Install threshold by the elevator at 3500 Forest Edge. Dr. #15.
4. \$116.25 LWMC #117891 – Cleared the kitchen drain with 42 ft. of 5/8” cable. Cleaned cable back at shop at 3510 Forest Edge Dr. #16 – 1F (Burhoe, Sumner).
5. \$119.10 LWMC #118913 – Checked hallway, replaced bulbs and one socket between #1B and 1E at 15101 Glade Dr. #10.
6. \$120.26 LWMC #119322 – Removed all old caulk and re-caulked at 15121 Glade Dr. #13 – 1B (Powers, Dorothy).
7. \$192.00 LWMC #118294 – Shut water off to bldgs. 14 and 15.
8. \$449.62 LWMC #117970 – Tested all emergency lighting circuits and lights in bldgs. 10 – 17. Replaced one electronic board and two light bulbs in bldg. 11, 12, and 17.
9. \$24.51 Reimbursement – Reimburse Linda O’Neil for touchup paint in the lobby.
10. \$47.38 Reimbursement – Reimburse Linda O’Neil for 1 gallon of exterior paint for touchups.
11. \$80.00 Pet Waste Eliminator #4369785 – Pet waste eliminator bags.
12. \$264.00 Reimbursement – Reimburse LWMC for fire code permits.

13. \$550.00 American Striping #13460 – Layout and install approximately 50 parking stalls.

14. \$630.00 McFall & Berry #197725 – Remove all Forsythia and Burning Bush Euonymus, then seed the disturbed areas (10 Vantage Hill Ct.). Trim the dead limbs from Ash tree (Interlachen Dr. and Forest Edge Dr.). Trim large Nellie Steven’s Holly away from the balcony at the G-end of the bldg. Also, lower height of Holly (3511 Forest Edge. Dr.).

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

To approve the payment of the list of invoices under \$1,000.00 in the amount of \$2,771.04.

Resolution #83, 11/21/17

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

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

1. \$1,905.35 LWMC #119117 – Annual backflow test at bldgs. 10-13.

Resolution #84, 11/21/17

Upon motion duly made by Beth Leanza and seconded by Barbara Martin, the Board agreed by vote of five (5) in favor, two (2) opposed:

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

2. \$3,867.50 Rees Broome, PC #1022859 – Professional services rendered (please see invoice for breakdown of charges).

Resolution #85, 11/21/17

Upon motion duly made Barbara Martin and seconded by Beth Leanza, the Board agreed:

To approve the payment of following insurance claims:

1. \$554.48 Date of Occurrence: 10/05/17 – First floor bath sink had backed up with black sludge. Water went all over counter and floor at 15121 glade Dr. #13 – 1C (Cayne, June).

Resolution #86, 11/21/17

2. \$1,283.38 Date of occurrence: 8/11/17 – Loose tiles in the shower caused a black

substance behind the tiles at 3510 Forest Edge Dr. #16 – 2B (Pruett, Donald).

Resolution #87, 11/21/17

Upon motion duly made by Barbara Martin and seconded by Beth Leanza, the Board agreed:

To authorize the Mutual assistant to send a letter to the unit owner of 3510 Forest Edge Dr. #16-2B (Pruett, Donald) requesting reimbursement for the insurance claim totaling 1,283.38.

Resolution #88, 11/21/17

- C. Property Maintenance Committee – Patrick Leanza – Patrick Leanza provided a written report from the PMC meeting.
 - (1) Concrete and Asphalt Work – H&H began repairing the drains between buildings 10 and 11 as well as 14 and 15 per the approved proposal at the October 17, 2017 Board Meeting.
 - (2) Balconies – Jim Bostic provided a quote for the removal of the balconies; unit owners will be notified upon the Board having complete details of the work to be done. The leaks in the sunroom of building 13 unit 1B are electrical hazard concerns.
 - (3) Fire Alarms – Wiring has been partially completed in buildings 12 and 13, and Plumbing work is needed in all buildings.
 - (4) Reserve Study – The Mutual Assistant is in the process of requesting bids from three different firms.
 - (5) Elevator Repairs – Estimates have been provided for the work needed to water-proof the elevator pits.

- D. Building Rep. Committee – Beth Leanza – No report at this time.

- E. Landscape Committee – Sharon Moores –
 - (1) McFall & Berry Proposal – Ms. Moores suggested that the Board make sure the attached proposal is not a duplicate. The Mutual Assistant will confirm with Aaron Tenley.

- F. Social Committee – Sharon Moores – The Holiday party has been postponed a few days and there is a “Wine & Cheese” party for Mutual residents on February 14, 2017.

- G. Rules Committee – No report at this time.

- 9. Unfinished Business –
 - A. CCOC Hearing – The CCOC hearing was held on November 2, 2017. The Board is currently awaiting a response from the CCOC.

- B. Noise Mediation – Mr. Radcliffe and Ms. O’Reilly met with the Taylors and Ms. Cuffe to mediate and address the noise complaints presented by one of the parties. However, no resolution was reached, and both parties will have to come to an accord on their own terms.
- C. Rental Bylaw Vote – Mr. Radcliffe announced the voting results as follows: 59% for and 10% against. The Rental Bylaw Amendment failed to pass by 1%.
- D. Rules for Smoking in Unit with Oxygen Use – Ms. O’Reilly recommended that the Board establish a policy for smoking while there is oxygen present inside a unit. The Board agreed that an oxygen policy would reduce safety concerns as well as protect the Mutual from unfortunate events involving oxygen usage.

Upon motion duly made by Leona O’Reilly and seconded by Barbara Palmer, the Board agreed:

To mail out the proposed Oxygen Policy for unit owner review and comments.

Resolution #92, 11/21/17

10. New Business –

- A. Board Meeting Procedures –
- B. Reserve Study – The Mutual Assistant is in the process of requesting bids from three different firms.
- C. Water Incident – Ms. Martin informed the Board that there have been two occasions in which Muriel Killerlain’s unit, at 3511 Forest Edge Dr. #17-1F, is flooded as a result of the faucet being left running in unit 2F (Anderson, Fred). Ms. Killerlain is requesting for the Board to intervein and send a letter to Mr. Anderson advising him to be more cautious.

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

To send Fred Anderson, owner of 3511 Forest Edge Dr. #17-2F, a letter asking him to exercise more caution when using his faucet to prevent further water floods in unit 1F.

Resolution #89, 11/21/17

- D. Email Communication – Ms. Palmer requested that the statement she made in the October 18, 2017 Closed Meeting be included as part of the November 21, 2017 Board Meeting Minutes. Also, she suggested to place a Mutual email in the Grapevine in lieu of displaying the Board Director’s emails.

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

To Include Ms. Palmer’s statement as part of the November 21, Regular Board Meeting Minutes.

Resolution #90, 11/21/17

Upon motion duly made by Barbara Palmer and seconded by Barbara Martin the Board agreed:

To remove all the Board Director’s emails from the Mutual Site and the Grapevine and provide the Mutual email address in their place.

Resolution #91, 11/21/17

- E. Trash Room Signs – Ms. Leanza proposed a few signs be placed in the trash rooms to guide residents and contractors to properly dispose of their recycling materials and be up to par with new recycling requirements.
- F. Reese Broome Notice of Disallowance – The Board was informed through the Disallowance Notice that the claim filed against Estate No. 77944 was not filed within the allotted six-month period and therefore, not valid.
- G. Carol Simms Letter – Ms. O’Neil stated that she will discuss the attached invoice with Physical Properties for clarification.
- H. ABM: 15100 Glade Dr. #11 – C – The Board decided to follow Physical Properties recommendation to approve the attached ABM pending the receipt of the required permit. The Mutual Assistant will inform Maria Cruz about the status of the ABM.

11. LWCC Advisory Committees –

- A. Education/Recreation – Beth Leanza – The Committee is considering new contracts for the pool life guards; however final decision was left up to the LWCC Board. The Committee voted against placing a coffee stand in the Clubhouse II.
- B. Restaurant – James Moores – The Committee voted on improvements that need to be made in the restaurant.
- C. Emergency Prep – J. Donald Pruett – The fire safety program held on October 24, 2017 had minimal attendance; 47 out of 8,500 residents were present.
- D. Safety/Transportation – J. Donald Pruett – The One Call Contract is up for renewal and will be replaced by a contract with Front Steps effective January 1, 2018.

12. Open Forum – Jackie Rabinow, Barbara Bowers, Carol Emel, Jim Moores

Upon motion duly made by Jim Moores and seconded by Barbara Palmer, the Board agreed by vote of two (2) in favor, five (5) opposed:

To remove and replace Linda O'Neil from her role as the Mutual 14 Board of Director's President.

The motion failed.

Resolution #93, 11/21/17

13. Next Meeting – Tuesday, December 19, 2017 at 9:30 a.m. in the Sullivan Room

14. Adjourned – The meeting adjourned at 11:02 a.m.

Beth Leanza, Secretary