

REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
TUESDAY, JANUARY 16, 2018

Resolution #111 - #122

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, January 16, 2018 at 9:30 a.m.

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

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

Visitors: Mary Lamb, Elinor Walker, Jim O'Neil, Cathy Madden, Kathy Viney, Barbara Bowers, Ruth Hunter, Harold Crisp, Sharon Moores, Pat Leanza, Roger Blacklow, Jackie Rabinow

1. Call to Order – The President called the meeting to order at 9:30 a.m.
2. Welcome Visitors – Mrs. O'Neil greeted those in attendance and continued by commenting that 2018 will be a busy year.
3. General Manager's Report – Mr. Flannery presented the General Manager's Report for the month of January 2018.
4. Adoption of the Agenda – The Agenda was approved as amended to reflect the following changes: add under Treasurer's Report, (2) *Stansbury Service Agreement* and under New Business, *F. Clarksburg Plumbing Proposal*.
5. Approval of Minutes of December 19, 2017 – The Minutes were approved as presented.
6. President's Comments – No comments at this time.
7. Reports – Officers/Committee Chairs
  - A. Secretary's Report – Beth Leanza –
    - (1) Status Report – The report was made available to the Board and presented by Mrs. Leanza.
  - B. Treasurer's Report – Bobbie Palmer –
    - (1) Invoices –

Invoices under \$1,000.00:

1. \$68.46      Reimbursement – Reimburse Linda O’Neil M14 printer ink.
2. \$45.00      LWMC #123121 – Unable to stop elevator alarm at 15121 Glade Dr. #13. Called Ronnie, it is a sump pump alarm, he will take care of it.
3. \$305.95      LWMC #122987 – Measured, cut and installed egg crate light shield in the elevator at 15101 Glade Dr. #10.
4. \$80.00      Great American Business Products #4397373 – Pet waste eliminator bags.

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

**To approve the payment of the above list of invoices under \$1,000.00 in the amount of \$499.41.**

**Resolution #111, 1/16/18**

- (2) Stansbury Service Agreement – Ms. O’Reilly expressed her concerns about Stansbury not complying with duties as requested by the Board. Jim Slattery has been unresponsive in providing the new scope of work, per the latest Service Agreement. Mr. Radcliffe will get in contact with Mr. Slattery and bring this matter to his attention.
- C. Property Maintenance Committee – Patrick Leanza/Harold Crisp –
- (1) PMC Minutes – Mr. Leanza reported that the PMC’s recommendation to the Board was to accept Dynalectric’s bid for the monitoring system. Mr. Crisp explained that wired smoke detectors that are 10-years or older are to be replaced and the Mutual inspects/replaces the batteries annually.
- D. Building Rep Committee – Beth Leanza –
- (1) Building Rep. Report – The Committee did not meet in January. The next meeting will be held in February.
- E. Landscape Committee – Sharon Moores – Mrs. Moores reported that her budget is \$11,000.00 and has spent roughly \$6,037.00. Moreover, a call for candidates to join the committee was sent out to the residents.

Upon motion duly made by Beth Leanza and seconded by Jim Moores, the Board agreed:

**To appoint Jessie Fitzpatrick as a member of the Landscape Committee.**

**Resolution #112, 1/16/18**

F. Social Committee – Sharon Moores – Mrs. Moores gave an accounting of the 2017 committee events: All events are \$10.00 per person except the Ice Cream Social, which is \$5.00 and the Holiday Party, which is now \$15.00. Per Ms. Viney, last year the Social Committee collected a total of \$4,575.00 and spent \$4,333.00, leaving a balance of \$241.00 carried over to this year. The Social Committee's Checking Account currently holds roughly \$600.00 (about \$400.00 carried over from 2016).

8. Unfinished Business

A. Balcony Repairs – Enclosure Removals –

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

**To consult with the Mutual 14 Attorney, John McCabe, prior to moving forward with balcony repairs to ensure procedures will comply with all regulations.**

**Resolution #113, 1/16/18**

B. Oxygen Usage Notice –

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

**Mutual 14 prohibits smoking in any unit where an oxygen tank or concentrator is present anywhere in that unit. The user of oxygen agrees to follow the safety precautions and instructions for handling and storage provided by the oxygen supplier. A notice of "Oxygen in Use" must be posted at the main entrance to the unit by the unit owner and/or the Mutual.**

**Resolution #114, 1/16/18**

C. Correspondence –

- (1) Hooker's Insurance Claim – Insurance Company's Response – A final notice will be sent to the Hooker's reinforcing the Board's decision that they are liable for the insurance claim.
- (2) Marie Sinnott's Invoices – The Board agreed to postpone action until all invoices are submitted for review.

(3) ABM: 15111 Glade Dr. #12-1D –

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

**To approve the ABM for 15111 Glade Dr. #12-1D (Ames) to update several windows and 2 sliding glass doors.**

**Resolution #115, 1/16/18**

9. New Business

A. Lamb Property –

Upon motion duly made by Jim Moores and seconded by John Radcliffe, the Board agreed:

**To approve up to \$50,000 for repairs at 6 Vantage Hill Ct. #2-2C (Lamb) subject to labor and material expenses.**

**Resolution #116, 1/16/18**

B. Update on FEP –

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

**To include the Facilities Enhancement Plan Letter in the January Grapevine to be distributed to residents.**

**Resolution #117, 1/16/18**

C. Mutual After-Hours Procedures –

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

**To approve the After-Hours Procedures for Security as revised.**

**Resolution #118, 1/16/18**

D. Monitoring Fire Alarm Phone Lines Proposal –

(1) Dynalectric –

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

**To approve the Dynalectric Proposal for monitoring the fire alarm phonelines.**

**Resolution #119, 1/16/18**

(2) ADT – The bid was awarded to Dynalectric.

E. Correspondence –

(1) Waiver Request – Underage Resident –

Upon motion duly made by Leona O'Reilly and seconded by Barbara Martin, the Board agreed by vote of six (6) in favor, one (1) opposed:

**To deny the Waiver Request for prospecting residents to move-in to Mutual 14 while not meeting age requirements.**

**The motion passed.**

**Resolution #121, 1/16/18**

(2) Ruth Hunter's Invoices – 3500 Forest Edge Dr. #15-2G –

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

**To approve the payment of the Physical Properties Invoices, submitted by Ruth Hunter, in the amount of \$45.00 (#122839) and \$46.54 (#122952). Per Mutual 14 Board, credit resident and rebill to Mutual. Pay M-Type upon arrival.**

**Resolution # 122, 1/16/18**

F. Clarksburg Plumbing Proposal –

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

**To approve the Clarksburg Plumbing Proposal for repairs at 3500 Forest Edge Dr. bldg. 15, in the amount of \$7,500.00.**

**Resolution #120, 1/16/18**

10. LWCC Advisory Committees

A. E&R – Beth Leanza – Mrs. Leanza made her report available to the Board of Directors.

B. Restaurant – Jim Moores – Progress is being made.

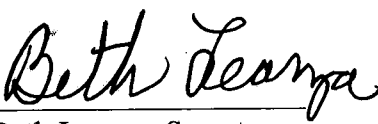
C. Emergency Preparedness – Donald Pruett – No comments at this time.

D. Safety & Transportation – Donald Pruett – No comments at this time.

11. Open Forum – Roger Blacklow, Jackie Rabinow, Kathy Viney, Ronald Krams.

12. Next Meeting – Tuesday, February 20, 2018 at 9:30 a.m. in the Sullivan Room

13. Adjournment – The meeting adjourned at 11:12 a.m.

  
Beth Leanza, Secretary