

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JUNE 19, 2014

Resolution #21 - #42

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Sullivan Room in the Administration Building on Tuesday, June 19, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O'Reilly, Vice President; Barbara Palmer, Treasurer; Laura Wiltz, Secretary; Charles Kaiser, Roger Blacklow, Elizabeth Leanza

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

Visitors: Carol Emel, Russ Coburn, Mary Lamb, Ruth Hunter, Sharon Moores, James Moores, Jackie Rabinow, Harold Crisp, Cathy Madden, Donald Pruett, Laurie Burdick, Pat Leanza, Jessie Fitzpatrick, K. Viney

1. Call to Order – John Radcliffe called the meeting to order at 9:30 a.m.
2. Welcome Visitors – John Radcliffe welcomed all the visitors in attendance.
3. General Manager's Report – Kevin Flannery presented the general manager's report for the month of June 2018.
4. Adoption of the Agenda – The agenda was approved as presented.
5. Approval of June 19, 2018 Regular Meeting Minutes – The minutes were approved as presented.
6. President's Comments – Projects/services costs are rising and monitoring the Mutual's expenses is a priority. With the increasing number in rental units, it is important for the Mutual to adopt rental restrictions.
7. Reports – Officers/Committee Chairs
 - A. Secretary's Report – Laura Wiltz –
 - (1) Unit Status Report – The report was presented and made available to the board.
 - B. Treasurer's Report – Barbara Palmer –
 - (1) Invoices –

Invoices under \$1,000.00:

1. \$22.02 Reimbursement – Reimburse Young Kang for the smoke detector battery replacement at 15111 Glade Dr. #12-3C.
2. \$40.70 Reimbursement – Reimburse Pat Leanza for 2 globes.
3. \$123.82 Reimbursement – Reimburse Pat Leanza for 25 LED tubes.
4. \$35.36 LWMC #132555 – Replaced bulb in trash room at 3511 Forest Edge Dr. #17.
5. \$45.00 LWMC #133671 – Repaired screen on exterior dryer vent at 3501 Forest Edge Dr. #14-1B (Goldman, Ellen – tenant).
6. \$47.00 LWMC #131986 – Found unit 1E stand pipe had flooded unit. Advised units 2E and 3E not to use washer until further notice. Dept #54 to follow up (WO#135803) with ongoing issue. E-tier for washer needs to be snaked from the roof. PTE for unit 1E. Resident mopped up water at 15111 Glade Dr. #12-1E (Garcia, Jose & Melba).
7. \$49.79 LWMC #132462 – Replaced burnt out light in the trash room at 3510 Forest Edge Dr. #16.
8. \$65.51 LWMC #132029 – Repaired roof leak above the living room at 2 Vantage Hill Ct. #2-A (O'Reilly, Leona).
9. \$74.25 LWMC #133067 – Caregiver reported a burst pipe in trash room at 3500 Forest Edge Dr. Per Leslie, sillcock burst, water spewing into trash room. Hose bibb was not closing all the way and soldier joint to hose bibb broke. Re-soldered pipe and replaced washer in hose bibb. No further leaks found.
10. \$75.00 LWMC #132612 – Cleaned downspout and underground drain pipe on the right side of the garage at 15143 Vantage Hill Rd. #8-B (Kaiser, Charles & Elaine).
11. \$88.51 LWMC #133033 – Cleaned aerator, replaced fill valve, supply line, and flapper in toilet. Problems arose after shut-down at 3500 Forest Edge Dr. #15-1G (Moores, James & Sharon). **(Per Mutual 14, credit resident and rebill to Mutual. Pay M-Type upon arrival).**
12. \$101.40 LWMC #133268 – Replaced wats to valve to washing

machine at 3510 Forest Edge Dr. #16-3A (Marschall, Anne).

13. \$119.22 LWMC #133181 – Replaced flo tubes and ballast inside elevator at 15121 Glade Dr. #13.
14. \$120.00 LWMC #117471 – Ran 15 ft. of 5/16” cable to clear drain. Lots of black/brown sludge. 30 min. to clean/snake at 15121 Glade Dr. #13-1C (Cayne, June). A&A notified. **(Per Mutual 14, credit resident and rebill to Mutual. Pay M-Type upon arrival).**
15. \$125.10 LWMC #131514 – Cut and repaired drywall, installed spring loaded access panel over main valve due to replacement of main shut-off valve (w/o 128584) at 3500 Forest Edge Dr. #15-2A (Gibbons, Julia).
16. \$148.50 LWMC #124444 – Ran 15 Ft. of cable to clear guest vanity drain. Cleaned & adjusted pop -ups in both master vanities at 15121 Glade Dr. #13-1C (Cayne, June). **(Per Mutual 14, credit resident and rebill to Mutual. Pay M-Type upon arrival).**
17. \$151.44 LWMC #133576 – Elevator sump pump has become disconnected. Reconnected pump at 15121 Glade Dr. #13.
18. \$309.30 LWMC#129925 – Picked up and returned key to main gate. Stand pipe running clear. Found watts valve leaking. Replaced valve at 15111 Glade Dr. #12-1E (Garcia, Jose and Melba).
19. \$385.74 LWMC #131734 – Monthly test of emergency lights in bldgs. 10-17. Lights in bldg. 10, 11, 12, 13, 16, and 17 are working. Bldg. 14 light near 2A is out. Bldg. 15, fixtures near 2F and 1B hanging by wires. Replaced bulb in bldg. 14 near 2A. repaired five fixtures hanging by the wires in bldgs. 14 and 15.
20. \$397.28 LWMC #131604 – Repaired drywall in the laundry room behind the washer and dryer. This includes the patching, coating, painting and installation of an access panel at 15111 Glade Dr. #12-3E (Lai, Sau King). **(Per Mutual 14, credit resident and rebill to Mutual. Pay M-Type upon arrival).**
21. \$643.50 LWMC #132959 – Snaked all vent lint from the roof at 15121 Glade Dr. #13.
22. \$503.34 McFall & Berry – Annual fee for Addendum B to watering

contract (June 1 – November 30).

- 23. \$810.00 McFall & Berry #IN199982 – Supply and install 5 tons of River Run (1”- 3”) into triangle bed located between bldgs. 15 & 16. Grade the common area between the bldgs. then supply and install 500 sq. ft. of turf sod.
- 24. \$870.00 McFall & Berry #IN200000 – Supply and install 2018 Summer annual flowers per the Spring/Mutual Flower Proposal.
- 25. \$33.50 Reese Broome, PC #1059030 – Tel John Radcliffe re balcony replacement and live in care givers.
- 26. \$119.52 Orkin #170451950 – Monthly pest control at Glade, Forest Edge, Vantage.
- 27. \$119.52 Orkin #170451952 – Monthly pest control for Glade, Forest Edge, Vantage.
- 28. \$125.00 J&M Construction Solutions LLC #1602 – Recaulked around skylight glass and flashing at 15121 Vantage Hill (Radcliffe, John).
- 29. \$250.00 J&M Construction Solutions LLC #1592 – Refastened counter flashing at top of stairwell and resealed. Caulked all flashing in that area at 15101 Glade Dr. #10 center staircase near S.
- 30. \$357.95 Uline #97429908 – 3x5 charcoal gray turf entry mats.
- 31. \$725.00 NSB #3744 – Cinderblock wall repair right side of center lobby entrance at 3500 Forest Edge Dr. #15.
- 32. \$969.00 Dynalectric #24054 – Quarterly testing at 3500 Forest Edge Dr. #15.

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

To approve the payment of the above list of invoices under \$1,000.00, except for LWMC invoice #129925 (\$309.30), in the amount of \$7,741.97.

Resolution #21, 6/19/18

Invoices over \$1,000.00:

1. \$1,625.70 LWMC #132225 – Snaked all roof vents at 15111 Glade Dr. #12.

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed:

To approve the payment of LWMC invoice #132225 in the amount of \$1,625.70.

Resolution #22, 6/19/18

2. \$1,638.30 LWMC #131724 – Snaked all roof vents at 15100 Glade Dr. #11.

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed:

To approve the payment of the LWMC invoice #131724 in the amount of \$1,638.30.

Resolution #23, 6/19/18

3. \$3,288.00 LWMC #133082 – Replaced 176 batteries in hard-wired smoke detectors and replaced 3 existing hard-wired smoke detectors older than 10-years. See invoices/attachment for units missed.

Upon motion duly made by Barbara Palmer and seconded by Elizabeth Leanza, the board agreed:

To approve the payment of the LWMC invoice #133082 in the amount of \$3,288.00.

Resolution #24, 6/19/18

4. \$2,200.00 Accents Pro Renovators – Contract #0005. Improvements as described on contract signed 05/29/18.

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed:

To approve the payment of the Accents Pro Renovators invoice for work completed per contract #0005 in the amount of \$2,200.00.

Resolution #25, 6/19/18

5. \$2,748.00 Dynalectric #22259 & #23303 – Fire monitoring in all buildings plus \$636.00 (late fee?).

Upon motion duly made by Roger Blacklow and seconded by Roger Elizabeth Leanza, the board agreed:

To hold payment of the Dynalectric invoices #22259 and #23303 in the amount of \$2,748.00.

Resolution #26, 6/19/18

6. \$1,815.37 Schindler #7152720890 – Technician replaced failing packing set for jack casing at 15111 Glade Dr #12. Observed operation and returned to service.

Upon motion duly made by Barbara Palmer and seconded by Elizabeth Leanza, the board agreed:

To approve the payment of the Schindler invoice #7152720890 in the amount of \$1,815.37.

Resolution #27, 6/19/18

7. \$2,590.00 Schindler #7100369222 – In accordance with estimate JCII-AV4LZQ dated 1/17/18, provided hydraulic jack repacking at 15121 Glade Dr. #13.

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

To approve the payment of the Schindler invoice #7100369222 in the amount of \$2,590.00.

Resolution #28, 6/19/18

8. \$6,250.00 Floormax #902908 – Lobbies in 2nd & 3rd floors of bldgs. 10, 12, 14, 16.

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

To approve the payment of the Floormax invoice #902908 in the amount of \$6,250.00.

Resolution #29, 6/19/18

Insurance Claims:

1. \$5,000.00 Date of Occurrence: 4/29/18 – Unit 1D (Keefe, Claire) at 3500 Forest Edge Dr. #15 called reporting a backed-up kitchen sink. Night man heard resident in 1D running water and disposal. This pushed that clog into unit 1E (Matthews, Christine) resulting in flooring and carpet loss.

The board agreed to postpone action pending further clarification of the insurance claim.

- (2) McFall & Berry Proposal – The proposal does not concern landscape on Mutual 14 property and will be forwarded to the Golf Course.

C. Property Maintenance Committee – Patrick Leanza/Harold Crisp –

- (1) PMC Minutes – Using decals to identify residents who need help in the event of a fire is risky and not useful. All fire departments have their own procedure in place. While the location of the leak is still undetermined, replacing the pipe on Forest Edge might be a solution. The contractors bidding on the balcony repairs have withdrawn. Some elevator pits are leaking and still awaiting on PPD to provide recommendations.

Upon motion duly made by Roger Blacklow and seconded by Charles Kaiser, the board agreed:

To authorize an amount not to exceed \$10,000 for H&H to repair several catch basins and some curbing and cracks on Vantage Hill Drive.

Resolution #32, 6/19/18

Upon motion duly made by Roger Blacklow, and seconded by Charles Kaiser, the board agreed:

To move forward with the work to retile the 2nd and 3rd floors of buildings 11, 13, 15, and 17.

Resolution #33, 6/19/18

Upon motion duly made by Barbara Palmer and seconded by Elizabeth Leanza, the board agreed:

To approve the Bostic & Sons Proposal, to stain both sides of fences at all eight

buildings in Mutual 14, in the amount of \$2,600.00.

Resolution #34, 6/19/18

- a. Avery Plus LLC – Painting Proposal –

Upon motion duly made by Leona O’Reilly and seconded by Charles Kaiser, the board agreed:

To remove the work for staining electrical box wood fence berries from the proposal (\$7,000.00) and approve the Avery Plus LLC Painting Proposal #73Mutual14 in the amount of \$8,300.00.

Resolution #35, 6/19/18

- b. Appoint PMC Members –

Upon motion duly made by Leona O’Reilly and seconded by Charles Kaiser, the board agreed:

To appoint Richard Bambach, Ruth Hunter, and Russel Coburn to the PMC Committee.

Resolution #30, 6/19/18

Upon motion duly made by Leona O’Reilly and seconded by Charles Kaiser, the board agreed:

To authorize Kathy Viney to post the PMC and Landscape Committee meeting minutes on the Mutual-14.org website.

Resolution #31, 6/19/18

- D. Building Rep. Committee – Laura Wiltz –

(1) Building Rep. Minutes – The committee strategized about how to identify residents who would need assistance moving to safety during an emergency. The committee recommends the Mutual 14 Rules be distributed in Welcome Packets to new residents. A recommendation was made for Barbara Palmer to reach out to Stansbury concerning several areas in the buildings that need attention.

- E. Landscape Committee – Sharon Moores –

(1) McFall & Berry Proposals –

Upon motion duly made by Barbara Palmer and seconded by Elizabeth Leanza, the board agreed:

To approve the following McFall & Berry proposals: #L18146-ME (\$600.00), #L18148-ME (\$490.00), L18158-ME (\$1,572.50) and Watering Request for all new sprouts and sod (\$42.00/hr.).

Resolution #36, 6/19/18

(2) Landscape Committee Guidelines – The guidelines were adopted as revised.

F. Social Committee – Sharon Moores – Ms. Moores suggested arranging for the fire department to present a fire safety lecture during the Ice Cream Social in July. Weather permitting, the picnic is scheduled for tomorrow.

(1) Social Committee Guidelines –

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

To adopt the Landscape and Social Committee Guidelines as revised.

Resolution #38, 6/19/18

8. Unfinished Business

A. Resolution – To Accept the Full Reserve Study Dated March 1, 2018 –

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed:

To accept the Full Reserve Study dated March 1, 2018.

Resolution #37, 6/19/18

B. Proposed Name for Our Mutual – Roger Blacklow will submit a written announcement to the Grapevine concerning the undertaking of the Mutual name change.

C. Lamb Property – John Radcliffe explained there are two attorneys representing the Mutual in this case, Travelers Insurance attorney and Schulman Rodgers attorney. Thus far, the board has approved up to \$50,000 in repair costs with up to \$10,000 in interior renovation costs. The lawyers are awaiting a response from the Lamb attorney.

D. CCOC Certification – John Radcliffe reminded the new board members to submit their certificate of completion as soon as possible.

9. New Business –

A. Lien – 15101 Glade Dr. #10-3G –

Upon motion duly made by Leona O’Reilly and seconded by Roger Blacklow, the board agreed:

To instruct the Mutual 14 attorney, John McCabe, to file a lien on 15101 Glade Dr. #10-3G and accelerate the outstanding balance through the end of the fiscal year.

Resolution #39, 6/19/18

B. Belpre Glass Proposal –

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

To approve the Bel Pre Glassworks, Inc. proposal #1485 in the amount of \$250.00.

Resolution #40, 6/19/18

C. Correspondence –

(1) Jessie Fitzpatrick Noise Concern – The board will be mailing a letter to the unit owner in B10-3G advising him of the multiple noise complaints received.

(2) Jacqueline Rabinow’s Request –

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed:

To appoint Jackie Rabinow to the Emergency Preparedness Committee.

Resolution #41, 6/19/18

(3) Kathy Viney’s Request –

Upon motion duly made by Barbara Palmer and seconded by Roger Blacklow, the board agreed by vote of four (4) in favor, three (3) abstentions:

To appoint Kathy Viney to the Budget & Finance Committee.

The motion passed.

Resolution #42, 6/19/18

(4) Cayne ABM – 15121 Glade Dr. #13-1C – John Radcliffe determined the work detailed in the application does not require board approval. As a formality, he will sign off for approval.

D. Mailbox Update – The board secretary will be in charge of keeping the mailbox labels current as residents move in/out.

10. LWCC Advisory Committees –

A. Education & Recreation – Beth Leanza – No report at this time.

B. Restaurant – James Moores – There is a larger area in the Terrace room closed off due to the floor buckling. Starting July, a variety of wines will be available.

C. Emergency Preparedness – Donald Pruett – The Annual Fire Life Safety Forum will be held on Wednesday, October 10 in the Crystal Ballroom, CHI.

D. Security & Transportation – Donald Pruett – Tom Snyder was present to address questions concerning the sidewalk improvements for residents who are visually impaired/blind. The committee is discussing ways to secure the intersection at Interlachen Dr. and South Leisure World Blvd. for pedestrians.

11. Open Forum – No comments at this time.

12. Next Meeting – Tuesday July 17, 2018 at 9:30 a.m. in the Sullivan Room.

13. Adjournment – The meeting was adjourned at 12:00 p.m.

Laura Wiltz, Secretary