

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
FEBRUARY 19, 2019

Resolution #160- 189

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 on Tuesday, February 19, 2018 at 9:30 a.m.

Directors Present: John Radcliffe, President; Leona O'Reilly, Vice President; Laura Wiltz, Secretary; Barbara Palmer, Treasurer; Roger Blacklow, Director; Rick Kaiser, Director; Beth Leanza, Director.

Management: Kevin Flannery, General Manager; Kelly Barton, Mutual Assistant; Ronny Cabrera, Special Projects Manager.

Visitors: Mary Lamb, James Moores, Cathy Madden, K. Viney, Harold Crisp, Carol Emil, Jane Carona, Ruth Hunter, Sharon Moores, Linda O'Neil, Jim O'Neil.

1. Call to order – Mr. Radcliffe called the
2. meeting to order at 9:30 a.m.

3. Welcome Visitors – Mr. Radcliffe welcomed all the visitors in attendance.

4. General Manager's Report – Mr. Flannery presented the general manager's report for the month of February.

5. Adoption of Agenda – The agenda was approved as presented.

6. Approval of January 2019 Regular Meeting Minutes – The minutes were approved as presented.

7. President's Comments – No comments at this time.

8. 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. Treasure's Report – Barbara Palmer –
 - (1) Invoices under \$1,000.00

\$969.00 **Dynalectric IN26857** – Quarterly Testing

\$642.12 **Dynalectric IN27162** – Frozen pipe in trash room on 1st floor at 15121 Glade Dr., Building 13.

\$300.00 **Dynalectric IN27243** – Emergency call for sprinkler system break in trash room at 15121 Glade Dr., Building 13.

\$157.50 **M-Type IN148714** – Knob/Heat setting on baseboard heater was set to off position in building 14. The setting was adjusted, and the heater began heating.

\$47.00 **M-Type IN149325** – Checked the strip floor tire and it needs to be glued down. End strip at corner of elevator and floor has come off.

\$137.50 **M-Type IN149550** – Inspected, Scraped and stripped out old glue and loose contract. Re-Glued and re-attached transition strip at threshold of 1st floor elevator in building 14.

\$78.75 **M-Type IN149043** - Checked all trash room heaters.

\$50.50 **M-Type IN148725** – Snaked trash room drain in building 13.

\$52.26 **M-Type IN148026** – Replaced 2 bulbs in front of unit 3G at 15111 Glade Drive.

\$119.52 **Orkin IN180707527** – PC Standard for Forest Edge and Vantage Hill Rd.

\$93.93 **Orkin IN178870814** – PC Standard for Glade Drive.

\$119.52 **Orkin IN180707520** – PC Standard for Glade, Forest Edge and Vantage Hill.

\$127.16 **Reimbursement** for Linda O’Neil for two plants for lobbies in building 10 and 17.

\$595.00 **Autumnbridge Media LLC** – 12 hours prepaid time for web design, consulting, and editing.

Upon motion duly made and seconded, the Board agreed:

To approve the payment of the list of invoices under \$1,000.00 in the amount of 3,489.76

Resolution # 160, 2/19/2019

(2) Invoices over \$1,000.00

Upon motion duly made and seconded, the Board agreed:

To approve the invoice(s) over \$1000.

\$1,298.00 **Orkin IN183169031** – Subterranean Termite at 15111 Glade Dr., Apt 1F.

Resolution # 161, 2/19/2019

- \$6,550.00 **H & H Concrete Construction, Inc. IN2019229** – Concrete repair at 15151 Vantage Hill Drive. Remove and replace garage floor.
Resolution #162, 2/19/2019
- \$7,950.00 **H & H Concrete Construction, Inc. IN2019228** - Install drain on left side of patio and pipe to existing down spout drain at 2 Vantage Hill Court.
Resolution #163, 2/19/2019
- \$1,120.20 **Rees Broome, PC. IN1095882** – Review Maxine Hooker file.
Resolution #164, 2/19/2019
- \$2,176.00 **Dynalectric IN27174** – Annual fire alarm monitoring.
Resolution #165, 2/19/2019
- \$3,498.00 **USI Insurance Services LLC. IN2646248** – Travelers Casualty and Surety Co. of Ame Policy No. 105620379
Resolution #166, 2/19/2019
- \$2,057.95 **Ace Fire Extinguisher Service, Inc. IN23657** – Annual maintenance of fire extinguishers.
- \$1,189.31 **M-Type IN149002** – Drywall repair in master bathroom caused by leak from upstairs at 15101 Glade Dr., #10-1G.
Resolution #168, 2/19/2019
- \$1,250.00 **Malvin, Riggins & Company IN1000078946** – Progress billing in connection with annual audited financial statements.
Resolution #169, 2/19/2019

(3) Insurance Claim:

\$1,690.78 Upon motion duly made and seconded, the Board agreed:
To approve the payment of the following insurance claim:
Leak coming from 3510 Forest Edge Dr., #3B to 2B. Leak coming from bath tub in 3B. A & A came for water damage clean-up.
(Date of occurrence 9/18/18)

Resolution #170, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To request reimbursement in the amount of \$1,690.78 from unit owner at 3510 Forest Edge Dr. Unit 16 3B, for services of water damage clean-up completed by A & A, due to leak in bathroom tub in unit 3-B that lead into unit 2-B

Resolution #171, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To approve the payment of the following insurance claim:
\$787.61 Resident at 3510 Forest Edge Dr., 16-2B Reported a leak coming from the unit above in 16-3B – 2nd claim. (Date of occurrence 10/24/18)

Resolution #172, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To request reimbursement in the amount of \$787.61 from unit owner at 3510 Forest Edge Dr. Unit 16 38B, for services of water damage clean-up completed by A & A, due to leak in bathroom tub in unit 3B that lead into unit 2B

Resolution #173,2/19/2019

Upon motion duly made and seconded, the Board agreed:
To approve the payment of the following insurance claim:
\$1,181.06 Water leak from refrigerator ice maker at 15141 Vantage Hill Road #8C. A & A came for water damage clean-up. (Date of occurrence 7/21/18)

Resolution #174, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To request reimbursement in the amount of \$1,181.06.00 from unit owner at 15141 Vantage Hill Road Unit 8C, for services of water damage clean-up completed by A & A, due to water leak from the fridge Ice maker.

Resolution # 175, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To approve the payment of the following insurance claim:
\$5,000 Main drain line from tiers above clogged and water came up in unit at 3511 Forest Edge Dr., #17-1F. A & A came for water damage clean-up. (Date of Occurrence 8/6/2018)

Resolution #176, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To request reimbursement in the amount of \$5,000 from unit owner at 3511 Forest Edge Dr. Unit 17-1F, for services of water damage clean-up completed by A & A, due to main drain line from tiers above clogged and water came up.

Resolution #177, 2/19/2019

Upon motion duly made and seconded, the Board agreed:
To approve the payment of the following insurance claim:

\$2,975.73 Washer in 15111 Glade Drive #3D malfunctioned and overflowed into 3d and 2 units below. A & A came for water damage clean-up. (Date of Occurrence 11/26/2018)

Resolution #178, 2/19/2019

Upon motion duly made and seconded, the Board agreed:

To request reimbursement in the amount of \$2,975.73 from unit owner at 15111 Glade Dr. Unit 12-3D, for services of water damage clean-up completed by A & A, due to a washer in 3D malfunctioned and overflowed into 3D and 2 units below.

Resolution #179,2/19/2019

C. Property Maintenance Committee – Harold Crisp

(1) PMC Minutes - The report was presented and made available to the board.

There was a recommendation presented by the PMC Committee to add bumpers to all 16 trash room doors.

Upon motion duly made and seconded, the Board agreed:

To approve the expenditure of up to \$300 and payment upon completion to JustDoors Inc. to add bumpers to all 16 trash room doors.

Resolution #180, 2/19/2019

D. Building Rep Committee – Laura Wiltz - The report was presented and made available to the board.

Upon motion duly made and seconded, the Board agreed:

To hold all committees and subcommittees to the standard of open meetings and require a ten day notice to be given so that all residents have the opportunity to attend.

Resolution 181, 2/19/2019

E. Landscape Committee – Sharon Moores – She reported that there have been questions about putting a patio in the four-foot area outside the homes instead of the bushes.

She stated that people are able to install a patio, but it needs to be over sand.

F. Social Committee – Sharon Moores – She reported E&R has started a policy that requires a \$200 deposit to rent a room in the clubhouse. On March 15th, there will be a free happy hour in clubhouse 2 for Mutual 14 residents.

9. Unfinished Business

A. Mutual 14 Website – The Board agreed not to discontinue the Mutual 14 website for the time being.

B. Balconies – The Board is working on finding a contractor.

- C. Committees – Ms. O’Reilly would like to have her name removed from the Architectural Design committee due to complaints of having two Board Members on the committee.
- D. Who Pays list – The Board discussed the list and made the following motions:

Upon motion duly made and seconded,

To amend the Who Pays document to include the main water shut off valve to one unit a mutual expense.

The motion failed due to 3 votes in favor and 4 against.

Upon motion duly made and seconded, the Board agreed: Yes votes – 5; No votes– 2

To approve the 2019 Who Pays List with the following revisions:

- Smoke Detectors – Resident Responsibility revised to state “Smoke detector (one per unit) – Mutual responsibility”.
- Annual battery replacement – Resident Responsibility revised to state “Annual battery replacement – Mutual Responsibility”.
- Dryer, clothes vent and cap – Resident Responsibility revised to state “Dryer, clothes vent – Resident Responsibility and Cap – Mutual Responsibility”.

Resolution #182, 2/19/2019

- E. 15111 Glade Drive Unit 2E – The Resident submitted a letter stating that she did not receive any written report from PPD and/or A&A Restoration with the Insurance Claim notification letter. The Board agreed to resend all documents certified mail so the resident would be required to sign for them.

10. New Business:

- A. 4 Vantage Hill Ct. Unit 2B – This property is trying to take similar action to what the Lamb property went through.

Upon motion duly made and seconded, the Board agreed:

To authorize up to \$5,000 for legal consultation for the claim regarding 4 Vantage Hill Ct. Unit 2B.

Resolution #183, 2/19/2019

- B. Avery Plus Proposal #85 –

Upon motion duly made and seconded, the Board agreed:

To approve the Avery Plus Proposal #85 in the amount of \$22,400

to paint lobbies, storage rooms, elevator doors, trash rooms and frames, and trash chute in buildings 10-17 and to approve payment of the down payment in the amount of \$6,720.00 and the remaining of \$15,680.00 upon satisfactory completion.

Resolution #184, 2/19/2019

C. Fire Life Safety Proposal

Upon motion duly made and seconded, the Board agreed:

To approve the Fire Life Safety Proposal Quote #0519-0088 in the amount of \$1,980 to furnish and replace 3” OSNY Valve on incoming service and approve payment upon completion.

Resolution #185, 2/19/2019

D. 6 Vantage Hill Ct. Unit 2C – The board did an Action with out a meeting to pay the first of three payments to Exis Contracting to complete work at this residence.

Upon motion duly made and seconded, the Board agreed:

To approve payment of two invoices from Exis General for worked performed at 6 Vantage Hill Court. The first invoice will be paid upon 50% completion, upon verification by Ronny Cabrera, Special Projects, in the amount of \$10,900; the second invoice in the amount of \$10,700 will be paid, upon final satisfactory completion.

Resolution #186, 2/19/2019

E. Announcement of closed meeting: Mr. Radcliffe announced there will be a closed meeting at the adjournment of the current board meeting.

F. 3501 Forest Edge Dr., #14-1F ABM –

Upon motion duly made and seconded, the Board agreed:

To approve the ABM for 3501 Forest Edge Dr., #14-1F to replace enclosed patio windows.

Resolution #187, 2/19/2019

G. McFall and Berry Landscape Proposal # T19042GZ

Upon motion duly made and seconded, the Board agreed:

To approve the McFall and Berry Landscape Proposal #T19042GZ in the amount of \$150 to clean up all fallen limbs in rear of 15119-15123 Vantage Hill Rd.

Resolution #188, 2/19/2019

11. LWCC Advisory Committees –

A. Education and Recreation – Beth Leanza – The report was presented and made available to the board.

B. Restaurant – Jim Moores – No report at this time.

12. Open Forum

- Ms. Moores recommended the new Who Pays List be put in the Welcome packet for new residents.
- Ms. Hunter requested the date for invoice #27.
- Ms. Hunter informed the board that the Architectural committee needs to have an odd number of members.
- After further discussion, Ms. O'Reilly agreed to stay on the Architectural Committee.

13. Next Meeting – March 19, 2019 at 9:30 a.m. in the Sullivan Room

14. Adjournment – 11:40 a.m.

Laura Wiltz, Secretary