

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JUNE 18, 2019

Resolution #37a-#53

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, June 18, 2019 at 9:30 a.m.

DIRECTORS PRESENT: Richard Saunders, President; Ruth Hunter, Vice President;
Roger Blacklow, Secretary; Laura Wiltz, Treasurer;
Beth Leanza, Director; Leona O’Reilly, Director; Barbara Palmer, Director

MANAGEMENT: Kevin Flannery, General Manager
Ronny Cabrera, Special Projects Manager
Jennifer Quinteros, Mutual Assistant

VISITORS: Richard Bamback, Jane Carona, Jesse Fitzpatrick, Ron Krams, Mary Lamb,
Cathy Madden, Jim Moores, Sharon Moores, Jackie Rabinow,
Pat Shepard, Dorothy Taylor, Kathy Viney, Steven Yegher

1. Call to order – Mr. Saunders called the meeting to order at 9:30 a.m.
2. General Manager’s Report – Mr. Flannery presented the General Manager’s report for the month of April. All questions and comments were responded to by Mr. Flannery.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes
 - A. Approval of April 16, 2019 Minutes – The April 16, 2019 Regular Board Meeting minutes were approved as presented.
 - B. Approval of May 21, 2019 Minutes – The May 21, 2019 Regular Board Meeting minutes were approved as presented.
 - C. Approval of May 21, 2019 Closed Session Minutes – The May 21, 2019 Closed Session Meeting minutes were approved as presented.
5. President’s Comments – Mr. Saunders stated the Board met for a working session to discuss the structural issues of the buildings, balconies, and masonry issues. An item of

discussion was for the Board to be available to residents.

6. Reports – Officers/Committee Chairs –

A. Secretary’s Report – Mr. Blacklow identified the Board of Directors and Committee Chairs contact information.

(1) Unit Status Report – Mr. Blacklow presented the unit status report as distributed to the Board.

(2) Building Representative’s Report – The Building Reps’ report was provided for the Board’s review.

B. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of June 2019.

(1) Invoice(s) under \$1,000.00 – Upon motion duly made, the board agreed,

To approve payment of the following invoices under \$1,000.00, with the inclusion of crediting the mutual and billing the residents for LWMC invoices: LWMC Invoice #155772 (\$331.17); LWMC Invoice #155771 (\$612.78); LWMC Invoice #155980 (\$755.48); LWMC Invoice #155972 (\$208.39); and LWMC Invoice #155987 (\$221.12).

1	\$93.93	GL Code: 620900	<u>Orkin Invoice #182445004</u> – Monthly pest control – 15111 Glade Dr. (Bldg. #12 Traps) 4/15/19
2	\$124.50	GL Code: 620900	<u>Orkin Invoice #180707574</u> – Monthly pest control – Forest Edge & Vantage 5/13/19
3	\$93.93	GL Code: 620900	<u>Orkin Invoice #183374420</u> – Monthly pest control – 15111 Glade Dr. (Bldg. #12 Traps) 5/20/19
4	\$47.00	GL Code: 620200- 100006	<u>LWMC Invoice #155794</u> – Work performed: Balcony inspection. The balcony is rotten. Mutual was notified via email on 5/24/19
5	\$101.00	GL Code: 621100- 100018	<u>LWMC Invoice #155901</u> – Work performed: Shut down water and drain lines for Dynalectric. Then turned water back to Mutual. 5/29/19
6	\$47.00	GL Code: 620200- 100006	<u>LWMC Invoice #156280</u> – Work performed: Bldg. #13-15121 Glade Dr.- Checked latch on 1 st floor lobby door not closing- Checked all lobby doors and found no problem (self-closers are slowly

being damaged by holding open with hooks)
6/4/19

- | | | | |
|---|----------|-------------------------------|---|
| 7 | \$78.55 | GL Code:
621000-
100006 | <u>LWMC Invoice #155005</u> – Work performed:
Replaced 1 foot of 1/2” copper pipe on the utility closet that had been leaking from the winter. 3501 Forest Edge Dr. #14-1A (Martin) |
| 8 | \$875.00 | GL Code:
690000-
100037 | <u>McKenzie Engineering Services Invoice #2</u> – Bldg. #11, unit 2C Balcony and unit 2E Balcony; Bldg. 13, unit 2C Balcony; Bldg. #15, unit 2G Balcony. Consulting structural engineering services regarding balcony framing repairs. 1. Field verification of Balcony Dimensions on 4/27/18 2. Email various contractors providing drawings and soliciting repair bids. 3. Coordination of contractor site visits with client. 5.0 hrs. @ \$175.00/hr. |
| 9 | \$84.80 | GL Code:
621400-
10002 | <u>Pet Waste Eliminator Invoice #42785900</u> – Pet waste eliminator bags 200/roll, 100% recycled. Shipment 1 of 6. |

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(2) Invoice(s) Over \$1,000.00 – Upon motion duly made, the board agreed,

Upon motion duly made, the Board agreed,

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

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|---|-------------|------------------------------|---|
| 1 | \$1,616.00 | GL Code:
621000-
1006 | <u>LWMC Invoice #156415</u> – Work performed: Ran 80’ of 7/8 cable on each 3” vent pipe from roof on bldg. 15-3500 Forest Edge Dr. Brought back large amount of sludge. Also ran 74 of 5/8 cable from roof on 2” vent pipe. Brought back small amount of sludge. (Bldg. 15 stack vents) 6/5/19 |
| 2 | \$1,621.86 | GL Code:
621000-
1006 | <u>LWMC Invoice #155489</u> – Work performed: Ran 80’ of 7/8 cable on each 3” vent from roof on bldg. 11 – 15100 Glade Dr. Brought back large amount of sludge. Also ran 76’ of 3/8 cable from roof on 2” vent pipes. Again brought back large amounts of sludge. (Bldg. 11 Stack vents) 5/22/19 |
| 3 | \$54,000.00 | GL Code:
690000-
11005 | <u>H&H Concrete Construction, Inc. Invoice #2019276</u> – Mutual 14 Rear of Building 14- Side Drainage Work 6/3/19 |

Resolution #38, 6/18/2019

C. Property Maintenance Committee –

- (1) PMC Minutes – Mr. Crisp presented the Property Maintenance Committee minutes as distributed to the Board. Upon motion duly made, the Board agreed, with one abstention, Ms. Hunter,

The Board of Directors approves a moratorium on building or re-building enclosures on apartment patios and balconies, i.e. Application's for Building Modifications (ABM) will not be approved until architectural and structural standards are developed, and will formally notify all owners of this policy.

Resolution #39, 6/18/2019

Upon motion duly made, the Board agreed,

To decline the Physical Properties proposal to repair the trash room ceiling, and authorize Ronny Cabrera to obtain additional proposals.

Resolution #40, 6/18/2019

- (2) Schindler Elevator Proposal – Repacking Order Agreement – Upon motion duly made, the Board agreed,

To accept the Schindler Elevator Repacking Order agreement and approve the payment terms as written, in the amount of \$2,156.00, plus applicable taxes as stated.

Resolution #41, 6/18/2019

- (3) LWMC Proposal – Management & Oversight – Deferred.

- (4) H&H Proposal – Bldg. #15 Balcony Repair – Upon motion duly made, the Board agreed,

To accept the H&H estimate #201995 and approve payment in the amount of \$700.00, for the Balcony threshold repair at building #15-3B.

Resolution #42, 6/18/2019

- (5) H&H Concrete Construction Proposal – 6 Vantage Hill Ct. Balcony Repair – It was discussed to defer the H&H Concrete estimate #201991. Upon motion duly made, the Board agreed,

To authorize Ronny Cabrera to submit a proposal to redirect the downspout at 6 Vantage Hill Ct., from the right hand side of the driveway (facing the building), to the left hand side of the driveway.

Resolution #43, 6/18/2019

- D. Social Committee – No report at this time.
- E. Landscape Committee – Ms. Viney suggested adding a line item for next years budget to remove tree branches. Upon motion duly made, the Board agreed,

To authorize the President or Vice President to approve Landscape proposals and to provide the proposal(s) to the Mutual Assistant to be made part of the record for the next month's Board meeting minutes.

Resolution #44, 6/18/2019

- F. Architectural Design Committee – No report at this time.

7. Unfinished Business

- A. Closed Session – Upon motion duly made, the board agreed,

To schedule a closed session following the adjournment of the July Regular Board meeting, with the inclusion of inviting Susan Galbraith and the unit owners involved.

Resolution #45, 6/18/2019

8. New Business –

- A. Makfinsky – 3501 Forest Edge Dr. #14-1F – Kitchen Sink – The board discussed and agreed to defer the request of the unit owner for further consideration.

- B. Zimmerman – Request Reimbursement / Mutual Responsibility – Upon motion duly made, the Board of agreed,

To reimburse the owner of 3510 Forest Edge. Ct. #1F (Zimmerman), in the amount of \$200.00 for the payment to Bostic & Sons invoice #3008 for the patch and paint of the drywall around the new water shut off valve (Mutual Charge). (620200-10006)

Resolution #46, 6/18/2019

Upon motion duly made, the Board agreed,

To approve payment of the following invoice:

\$160.63 **LWMC Invoice #150117** – Work Performed: Replaced non-working main water valve. Main valves are a mutual charge. 3510 Forest Edge Ct. #1F 2/21/19 (620200-10006)

Resolution #47, 6/18/2019

- C. McFall & Berry Proposal #T19247ME – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal #T19247ME and approve payment in the amount of \$355.00, to remove the tree stump between the 2 addresses. Backfill hole w/ soil, then seed & straw. #1 & #2 Vantage Hill Ct.; Take down & remove dead Crape Myrtle tree & stump from the rear of the bldg. Backfill hole w/ spoil then seed and straw. 3511 Forest Edge Dr. Bldg. #17; Remove small dead tree & stump from “A” side of bldg. Backfill hole as needed w/ soil, then seed & straw. 3501 Forest Edge Dr. Bldg. #14 (Landscape Budget)

Resolution #48, 6/18/2019

- D. McFall & Berry Proposal #L19248ME – Upon motion duly made, the Board agreed,

To accept the McFall & Berry Proposal #L19248ME and approve payment in the amount of \$1, 418.00, to supply & install Kousa Dogwood (8’-10’) between the 2 addresses. #1 & #2 Vantage Hill Ct.; Supply & install Pink Crape Myrtle (8’-10’) in the rear of the bldg. 3511 Forest Edge Dr. Bldg. #17; Supply & install Kousa Dogwood (7’-8’) @ the ‘A’ side of the bldg. 3501 Forest Edge Dr. Bld. #14

Resolution #49, 6/18/2019

- E. ABM – 15149 Vantage Hill Ct. #9-B – Deferred to the Property Maintenance Committee and Ronny Cabrera for further review.

- F. Mutual 14 ABM Procedure – Upon motion duly made, the Board agreed,

Mutual 14 ABM’s must be authorized and submitted to Ronny Cabrera and the Property Maintenance Committee prior to the review of the Board of Directors.

Resolution #50, 6/18/2019

- G. Appointment of (2) Board Members to LWMC Board – Upon motion duly made, the Board agreed,

To appoint the following Board Members to the LWCC Board of Directors: Richard Saunders, sitting member; Roger Blacklow, first alternate; and Ruth Hunter the second alternate.

Resolution #51, 6/18/2019

- H. LWMC Invoice #155255 – 15101 Glade Dr. #10-1A – Deferred to determine the source of the issue.

- I. Reimbursement to Pat Leanza – Purchase of Bulbs – Upon motion duly made, the Board agreed,

To reimburse Patrick Leanza in the amount of \$470.38, for the purchase of the CFL, LED and Globe bulbs. (620200-10006)

Resolution #52, 6/18/2019

9. LWCC Advisory Committee – Upon motion duly made, the Board agreed,

Leisure World Advisory Committees will be included in the Board Meeting's Agenda by request only.

Resolution #53, 6/18/2019

- A. Education & Recreation – No report at this time.
- B. Restaurant – Mr. Moores mentioned the restaurant is in discussion to hire a seasonal employee to deliver restaurant orders within the community.
- C. Budget – No report at this time.
10. Open Forum – None at this time.
11. Next Meeting – Tuesday, July 16, 2019 at 9:30 a.m. in the Sullivan Room
12. Adjournment – The meeting adjourned at 11:54 a.m.

Roger Blacklow, Secretary