

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, APRIL 21, 2020

Resolution #216-231

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 via teleconference call (425-436-6331; Access Code: 891183) on Tuesday, April 21, 2020 at 9:30 a.m.

DIRECTORS PRESENT: Ruth Hunter, President; Barbara Palmer, Vice President;
Kathy Viney, Secretary; Laura Wiltz, Treasurer;
Roger Blacklow, Director; Jane Carona, Director; Gary Leber, Director;

MANAGEMENT: Jennifer Quinteros, Administrative Assistant-Mutual Services
Ronny Cabrera, Diversified Solutions- M14 Project Manager

VISITORS: Jessie Fitzpatrick, Julie Gibbons, Maxine Hooker, Beth Leanza,
Cathy Madden, Leona O'Reilly, Pat Shepard

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager's Report – No report at this time.
3. Adoption of Agenda – The agenda was approved as amended (Add 8.C. *Water Incident in Bldg. #15*).
4. Approval of Minutes of March 17, 2020 Regular Board Meeting – The March 17, 2020 Regular Board Meeting minutes were approved as presented.
5. President's Report – Ms. Hunter expressed her gratitude to Beth Leanza and Leona O'Reilly for their service to the M14 Board of Directors. She reported the election results from the 2020 Annual Meeting to all assembled. She advised that as of this date there was one known case of COVID19 in Leisure World.
6. Reports – Officers/Committee Chairs –
 - A. Secretary's Report – No report at this time.

B. Treasurer's Report – Ms. Wiltz presented the invoices for the month of April 2020.

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

To approve payment of the following invoice(s) under \$1,000.00:

1	\$104.22	GL Code: 611900- 100002	Rees Broome PC Invoice #1164645 – RE:00001 Collections; RE:000002 Layman; for professional services rendered through March 31, 2020. 3/31/2020
2	\$57.50	GL Code: 621000- 100006	LWMC Physical Properties Invoice #175040 – Work Performed: checked faucet and found it to be working fine - had no drip. Checked faucet with connected hose and still there was no drip. Rear side hose is too tight could not be disconnected. 15127 Vantage Hill Rd. Unit 6-B 3/24/2020
3	\$47.00	GL Code: 621000- 100006	LWMC Physical Properties Invoice #174541 – Work Performed: Downspout and drain are clean. (Bldg. 11) 3/17/2020
4	\$84.80	GL Code: 620200- 100006	Pet Waste Eliminator Invoice #42895098 – Pet waste eliminator bags. 200/Roll, 100% Recycled. *Shipment 6 of 6* 3/17/2019

Resolution #216, 4/21/2020

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

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

1	\$1,030.00	GL Code: 621000- 100006	LWMC Physical Properties Invoice #175513 – Bldg. 10 - 15101 Glade Dr -Snaked stack vents from the roof 4/8/2020
2	\$1,110.00	GL Code: 621100- 100018	Dynalectric Invoice #32389 – FIRST QUARTERLY FIRE ALARM TESTING. Agreement #:117 3/12/2020
3	\$1,385.00	GL Code: 611500	Gross Mendelsohn Invoice #:374922 – Progress billing in connection with the audit of the financial statements and related tax return preparation for the year ended December 31, 2019. 3/14/2020
4	\$1,380.00	GL Code: 611500	Gross Mendelsohn Invoice #:376018 – Final billing in connection with the audit of the financial statements and related tax return preparation for the year ended December 31, 2019. 3/14/2020

Resolution #217, 4/21/2020

(3) Insurance Claim(s) – Upon motion duly made, the Board agreed,

To approve payment of the following **insurance claim**:

\$1,080.56 Powder room toilet in 2F was leaking water from the tank. Fill valve was not shutting off and spraying water. A&A Restoration performed Water damage clean up service. 15111 Glade Dr. #12-2F. Date of Occurrence: 2/18/2020 (Unger/Kern)

Resolution #218, 4/21/2020

Upon motion duly made, the Board agreed,

To seek reimbursement from the unit owner 15111 Glade Dr. #12-2F, in the amount of \$1,080.56, for the service of water damage clean up performed by A&A Restoration, due to the powder room toilet in 2F leaking water from the tank/ the fill valve was not shutting off and spraying water. Date of Occurrence: 2/18/2020

Resolution #219, 4/21/2020

(4) R-Type to M-Type Invoice – Upon motion duly made, the Board agreed,

To approve payment of the LWMC Physical properties R-type invoice #155772 in the amount of \$331.17, upon receiving it as an M-Type Invoice. “Work performed replaced main shut off valve.” 3510 Forest Edge Dr. #16-3C (Ahdoot) 5/28/2019

Resolution #220, 4/21/2020

(5) R-Type to M-Type Invoice – Upon motion duly made, the Board agreed,

To approve payment of the LWMC Physical properties R-type invoice #155771, in the amount of \$612.78, upon receiving it as an M-Type Invoice. “Work performed: Repaired drywall after replacement of Main Valve. Measured out, installed blocking tape patch. On day two added 2 coats of mud and sand. Day 3 another coat of mud and sand. Allowed coats to dry up. After drying day four finish with paint. Original work in dept. 54 was ordered by the Mutual.” 3510 Forest Edge Dr. #16-3C (Ahdoot) 5/28/2019

Resolution #221, 4/21/2020

C. Property Maintenance Committee –

(1) PMC Minutes – Ms. Viney presented the Property Maintenance Committee Minutes as distributed for the Board’s review.

(2) LWMC EZ Traps Proposal – Upon motion duly made, the Board agreed,

To approve the LWMC proposal dated 3/31/20 to remove existing condensate traps [if any] and replace with E-Z trap devices, and flush the main condensate lines, at a cost of \$94.00 per unit [including parts & labor], not to exceed \$15,792.00. Project is to be **scheduled for October 2020** and funded from the General Building Maintenance budget [GL 620200-100006].

Resolution #222, 4/21/2020

(3) Smoke Detector Battery Replacement Proposal – Deferred, until Ronny Cabrera may obtain a quote for a sealed battery smoke detector for the apartments.

(4) J&M Construction Soffit Installation Proposal – Upon motion duly made, the Board agreed,

To approve the J&M Construction proposal to install and warranty for five (5) years vinyl soffit on the 1st & 2nd floor exterior ceiling surfaces of all eight apartment building catwalks, including main run, ‘L’ sections leading to A & G units, and hallways (including bulkheads) leading to B-C, D-E, & F units at a total cost of \$378,096.00; 1/3 deposit [\$126,032] to be paid on signing, the balance to be paid in four equal progress payments: \$63,016 each upon completion of two building installations, approval of work certified by signature of Prop Maint Mgr and payment authorized by signatures of Mutual President & Treasurer. To be funded from the Replacement Reserves [GL690000-100034].

Resolution #224, 4/21/2020

(5) Palmer Brothers Proposal – Bldg. #16/#17 Painting-Scraping – Upon motion duly made, the Board agreed,

To amend Resolution #185 dated 1/21/20 to read: To approve the Palmer Brothers proposal #44101 amended 2/3/20 to paint Buildings 16 and 17, at a cost of \$35,000 each [\$70,000 total], to be paid in 3 installments [1/3 (\$23,334) down payment; 1/3 (\$23,333) when first building is completed approval of work certified by signature of Prop Maint Mgr and payment authorized by signatures of Mutual President & Treasurer.; 1/3 (\$23,333) when second building is completed approval of work certified by signature of Prop Maint Mgr and payment authorized by signatures of Mutual President & Treasurer, AND to accept alternative #3 to prep and touch up underside decking pans of bottom two floors

[main run & 'L' sections leading to A & G units] to remove failing paint in all eight apartment buildings at a cost of \$45/man/hour, not to exceed \$2,000 per building [\$16,000 total], to be paid upon completion of all 8 buildings, approval of work certified by signature of Prop Maint Mgr and payment authorized by signatures of Mutual President & Treasurer. To be funded from the Maintenance Reserves [GL690000-110014]

Resolution #225, 4/21/2020

- (6) Property Maintenance Committee Suspension – Ms. Viney and Bob Clipper resigned from the Property Maintenance Committee. The Board extended their gratitude to the residents that have served. Upon motion duly made, the Board agreed,

To suspend the Property Maintenance Committee.

Resolution #226, 4/21/2020

- D. Budget Committee – Upon motion duly made, the Board agreed,

To approve the membership to serve on the M14 Budget Committee: Laura Wiltz, Chair; Carol Ames; Richard Bambach; Bobbie Palmer; and Kathy Viney.

Resolution #227, 4/21/2020

- E. Social Committee – There is no report at this time.

- F. Landscape Committee – There is no report at this time.

7. Unfinished Business –

- A. Balconies – Mr. Cabrera reported that he engaged the services of an additional engineer from Structura. The inspection report was received with one balcony in question (#13-2C), which will require extensive repairs. In addition, structural support may be provided to the additional balconies, if necessary. Ms. Hunter suggested that Ronny and the contractor conduct an onsite inspection and submit the proposal to the Board for their review.

- B. LWMC 2020 Management & Operating Agreement – Ms. Hunter reported that she will be negotiating the 2020 and 2021 Supplementary Management & Operating Agreement with Mr. Flannery, to include services that are implemented in the Management & Operating Agreement. In addition, she will negotiate eliminating services that may not be necessary.

8. New Business –

- A. ABM – Friedman – Upon motion duly made, the Board agreed,

To approve the application for building modification from the unit owner at 15121 Glade Dr. #13-3D (Friedman) to replace the existing light fixtures and install the bathroom vanity/toilet. All work is to be completed by Turnkey Properties as stated in the application.

Resolution #228, 4/21/2020

- B. ABM – Loveday – Upon motion duly made, the Board agreed,

To approve the application for building modification from the unit owner at 15100 Glade Dr. #11-3G (Loveday Family Living Trust) to remodel the kitchen and the hall and master bathroom. All work is to be completed by AKS Services LLC as stated in the application.

Resolution #229, 4/21/2020

- C. LWCC Representatives – Upon motion duly made, the Board agreed,

To appoint the following members as the M14 LWCC Representatives: Ruth Hunter, sitting member; Roger Blacklow, first alternate; and Gary Leber, second alternate.

Resolution #230, 4/21/2020

- D. Water Intrusion – Bldg. #15 – Ms. Hunter reported a water incident in Building #15-3F caused by a third-floor leaking ice maker line. The unit owner is currently awaiting a repair date from A&A restoration for the repairs of the affected units.

9. LWCC Advisory Committee(s) –

A. Education & Recreation – There is no report at this time.

B. Security & Transportation – The report was included for the Board’s review.

C. Other Advisory Committees – None at this time.

10. Correspondence: R-Type to M-Type Invoice – Upon motion duly made, the Board agreed,

To approve payment of the LWMC R-Type invoice #166498 in the amount of \$85.35, upon receiving the invoice as an M-Type. *“Work performed: The underground pipes by the garage were clogged. Cleaned downspout and gutter. (This invoice was billed in May 2019 to Mutual 14. The Mutual returned it stating that it is a resident charge). #6 Vantage Hill Ct. #2-C (Lamb). 11/14/2019”*

Resolution #231, 4/21/2020

11. Open Forum – All questions and comments were responded to by the Board.
12. Next Meeting – Tuesday, May 19, 2020 at 9:30 a.m.
13. Adjournment – The meeting adjourned at 11:20 a.m.

Kathy Viney, Secretary