

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, JANUARY 19, 2021

Resolution #356-#366

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 Zoom: 301-715-8592; (847-6506-6121; Access Code: 032077) on Tuesday, January 19, 2021 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: Melissa Pelaez, Assistant General Manager of Mutual Services
Alexa Cuque, Administrative Assistant- Mutual Services

VISITORS: Cathy Madden, Ron Krams, Leona O'Reilly, Donald Pruett, Carol Ames,
Sharman Dupree, Jackie Rabinow, Julie Gibbons, Cindy Wright, Harold Crisp,
Jim & Geneva Foster, Rick Kaiser, Mary Vaughan, Maxine Hooker, Laurie
Burdick, Diane Reynolds, and Jessie Fitzpatrick.

1. Call to order – Ms. Hunter called the meeting to order at 9:30 a.m.
2. General Manager's Report – Ms. Pelaez presented the General Manager's report for the month of January 2021. All questions and comments were responded to by Ms. Pelaez.
3. Adoption of Agenda – The agenda was approved as amended; Add. 7.D) Signs.
4. Approval of Minutes-
 - A. Approval of Minutes of January 19, 2021 Regular Board Meeting- The January 19, 2021 Regular Board Meeting minutes were approved as presented.
5. President's Report – Ms. Hunter reported that the Strategic Planning is available in the building lobbies for all interested. Mr. Flannery has signed the M&O agreement for 2021.

6. Reports – Officers/Committee Chairs –
 - A. Secretary's Report
 - (1) Building Representative's Report – The building representative report was presented as distributed for the Board's review.

- (2) Unit Status Report – The unit status report was presented as distributed for the Board’s review. Upon motion duly made, the Board agreed,

To authorize the printing of a Resident Telephone Directory to be distributed with the January edition of the Grapevine.

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- B. Treasurer’s Report – Ms. Wiltz presented the invoices for the month of January 2021.

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

To ratify payment of the following invoice(s) **under \$1,000.00 pursuant to Resolution #344, 12/15/2020:**

“To approve payment to any invoice received between December 15 and December 31, 2020 with the approval- by email- of both the President and Treasurer. A list of those invoices are to be attached to the minutes of the January 2021 Board meeting for ratification.”

1	\$21.94	GL Code: 621700	<u>LWMC Physical Properties Invoice #186260-</u> Replaced smoke detector battery at 3500 Forest Edge Drive 15-3D on 12/29/2020.
2	\$21.94	GL Code: 621700	<u>LWMC Physical Properties Invoice #186259-</u> Replaced smoke detector battery at 15101 Glade Drive 10-1A on 12/29/2020.
3	\$21.94	GL Code: 621700	<u>LWMC Physical Properties Invoice #185651-</u> Replaced smoke detector battery at 15101 Glade Drive 10-2C on 12/29/2020.
4	\$21.94	GL Code: 621700	<u>LWMC Physical Properties Invoice #185678-</u> Replaced smoke detector battery at 3511 Forest Edge Drive 17-1E on 12/29/2020.
5	\$47.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #185694-</u> Ronny Cabrera checked light fixture in the elevator at 3511 Forest Edge Dr. Bldg. 17 on 12/16/2020.
7	\$47.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #185773-</u> Ronny Cabrera checked 2 nd floor lights and found the bulbs had been installed incorrectly. Reinstalled bulbs and lights were functioning correctly at 3501 Forest Edge Dr. Bldg. 14 on 12/17/2020.

8	\$202.04	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #185772-</u> Ronny Cabrera checked 1 st floor lobby fixtures and found LED tubes with incompatible ballast-replaced flo tubes at 3510 Forest Edge Dr. Bldg. 16 on 12/17/2020.
9	\$321.00	GL Code: 620300- 100007	<u>LWMC Physical Properties Invoice #185776-</u> Ronny Cabrera rerouted conduit in lobby to wall and installed an outlet at 15111 Glade Drive Bldg. 12 on 12/18/2020.

Resolution #357, 01/19/2021

(2) 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	\$494.30	GL Code: 690000- 110000	<u>Palmer Brothers Invoice #95767-</u> For preparations and painting of interior surfaces at 3511 Forest Edge Dr. on ceiling in three locations due to water damage. Labor 7 hours at \$50.00/hr on 01/07/2021.
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Resolution #358, 01/19/2021

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

To ratify payment of the following invoice(s) **over \$1,000.00 pursuant to Resolution #344, 12/15/2020:**

“To approve payment to any invoice received between December 15 and December 31, 2020 with the approval- by email- of both the President and Treasurer. A list of those invoices are to be attached to the minutes of the January 2021 Board meeting for ratification.”

1	\$1,110.00	GL Code: 621100- 100018	<u>Dynalectric Invoice #36246-</u> Quarterly sprinkler tamper/flow switch test. Fourth quarter on 12/10/2020.
2	\$1,975.00	GL Code: 621600	<u>LWMC Physical Properties Invoice #185781-</u> Cleaned all the gutter and downspouts and underground pipes in the three story buildings and plaza homes per Ronny Cabrera on 12/18/2020.

Resolution #359, 01/19/2021

Upon motion duly made, the Board agreed,

To approve payment of the following invoice:

1	\$118.00	GL Code:	<u>Rees Broome, PC Invoice #1211398-</u> For preparing and compiling Collections Debtor Status Report and preparing email to foreclosure sale attorney on 12/31/2020.
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Resolution #360, 01/19/2021

Upon motion duly made, the Board agreed,

To approve payment of the following invoice:

1	\$180.00	GL Code:	<u>J&M Construction Solutions LLC Invoice #1943-</u> For the replacement of downspouts as per proposal on 01/02/2021.
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Resolution #361, 01/19/2021

C. Budget Committee- None at this time.

D. Property Maintenance Report-

A. Ruth Hunter- Pending Projects-

(1) Sealant to ALL Balcony [Glass] Enclosures- Upon motion duly made, the Board agreed,

The Board approves the proposal from **S&K Roofing, Siding, & Windows** to apply polyurethane sealant on the exterior base of 2nd and 3rd floor glass-enclosed balconies and under the EPDM in Buildings 10, 12, 13, 16 in 2021, and in Buildings 11, 14, 15, 17 in 2022, at **\$377.00 per unit**, to be paid on presentation of an invoice out of Operating Funds. The Board authorizes this project to safeguard the common elements and, in accordance with the M14 Bylaws [Article XIV, Section 1(g), will give unit owners reasonable notice in writing that the expense will be assessed against their account as a continuing obligation until such time as they reimburse Mutual 14 in full. A request for reimbursement will be mailed to each owner after the work has been completed.

Resolution #362, 01/19/2021

(2) Survey of Concrete and Masonry Repairs- Ms. Hunter is waiting for the proposal on the damaged concrete and brick work.

- (3) Rust- Identify Balconies in B10, 12, & 13 Rust Issues- The painting survey from Palmer Brothers will be received this week or next week for the deeper damages repairs before repainting.
- (4) Cable Covers- Identify Need for Covers in B10, 12, 13, 16 & 17- New residents have noticed that the cable covers have not been painted to coordinate with the Mutual's new palette for buildings. Some new cables covers have been damaged and need to be repaired or replaced. There is a Mutual volunteer who will be surveying the buildings. Once that is completed the Board will order a replacement cable to get them installed and painted.

B. Kathy Viney- Pending Projects-

- (1) PPD Routine Annual Projects- Upon motion duly made, the Board agreed,

To authorize the Physical Properties Department to perform these routine maintenance projects according to the following schedule **in 2021**, to be paid upon satisfactory completion and presentation of invoice.

PPD Annual Maintenance:

- Monthly: Emergency lighting - lamp head testing & repairs per County Code
 - April: Turn off heat in lobbies & trash rooms at circuit board;
Check heat-A/C window units in elevator machine rooms & change filters.
 - October: Proposal to Mutual 14 for replacement of smoke detectors ---
B1-9 [Plaza Homes]: Replace one existing hard-wired Smoke Detector per unit with one hard-wired Combo Smoke/CO2 Detector with 10-year battery
B10-17 [Apts.]: Replace one existing hard-wired Smoke Detector per unit with one hard-wired Smoke Detector with 10-year battery.
 - November: Turn on heat in lobbies & trash rooms at circuit board;
Check filters in Heat-A/C window units in elevator machine rooms.
 - Spring and Fall: Clear catch basins/storm drains as needed
 - Spring and Fall: Clean gutters, downspouts, & underground drain lines
B10, 14, 16, 17 and all Plaza Homes
 - Fall only: B11, 12, 13, 15
- Note: The Board agreed that Stack vent snaking and Backflow testing are to be performed by an outside vendor.

Resolution #363, 01/19/2021

- (2) Dynalectric Infrared Scan & Preventative Maintenance- Upon motion duly made, the Board agreed,

The Board approves the proposals from **Dynalectric** for "line-side" Preventive Maintenance [\$13,020] and Infrared Scanning [\$5,445] of electrical equipment in the eight apartment buildings. The Board agrees to pay Dynalectric according to the terms of the proposal: on presentation of invoices, half on signing and the balance on completion. The project is to be funded from Contingency Reserves.

Resolution #364, 01/19/2021

(3) Elevator Mechanical Room Heating and A/C_The mechanical room is located on the second floor of all the buildings. This room contains the hydraulics for the elevator and in the winter time the room must be kept warm and in the summer time the room must be cool. Ronnie Holmes from Schindler will be testing all the window units and will provide a summary on which need to be replaced.

E. Landscape Committee- None at this time.

7. Unfinished Business -

A. Rules Amendments- Upon motion duly made, the Board agreed,

To authorize the printing and mailing to all unit owners the "1.12.21" version of amendments to the Mutual Rules.

Resolution #365, 01/19/2021

B. Signs- Ms. Viney spoke with the Wood Shop representative and he needs input regarding the Mutual sign. The plaque will be made from high density polyethylene which acts like wood. Four signs in the Mutual with Arial font is an estimate of \$6,000.00 for the project without the inclusion of the installation.

C. Fire Prevention Resident Feedback- The conversation will be tabled and addressed at the fire prevention Zoom meeting.

D. Fire Prevention Seminar will be held on Thursday, January 28, on Zoom @ 10:00 AM.

8. New Business-

A. Kaiser Invoice Request- Upon motion duly made, the Board agreed,

To request PPD to credit resident invoice #186526 in the amount of \$150.00 for the heat not working at 15143 Vantage Hill Rd. 8-B and to charge to the Mutual as an MType and approve payment upon receipt.

Resolution #366, 01/19/2021

9. LWCC Advisory Committee(s) -

A. EPAC Committee- None at this time.

B. Security & Transportation - The report was presented as distributed for the Board's review.

C. LWCC- The report was presented as distributed for the Board's review.

D. Other Advisory Committees - None at this time.

10. Open Forum -

- Harold Crisp inquired about the water coming out at Bldg. 14.
- Ron Krams inquired about the 2020 Audit report. Ms. Hunter stated it would be presented to the Board by March/April.
- Leona O'Reilly asked who receives the ABM's.
- Sharma Dupree had a question regarding the enclosed balconies projects.
- Maxine Hooker thanked the BOD and everyone for the support during this time.

11. Next Meeting - Tuesday, February 16, 2021 at 9:30 a.m.

12. Adjournment - The meeting adjourned at 11:24 a.m.

Kathy Viney, Secretary

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