

REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, September 21, 2021

Resolution 32 -50

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, September 21, 2021, at 9:30 a.m.

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

DIRECTORS ABSENT:

MANAGEMENT: Melissa Pelaez, Assistant General Manager
Alicia Drummond and Danesca Pineda, Administrative Assistant-
Mutual Services

VISITORS: Carol Ames, Roger Blacklow, Julie Gibbons, Rick Kaiser, Ron Krams, John
Loveday, Cathy Madden, Leona O'Reilly, Jackie Rabinow, Dorothy Taylor,
Mary Vaughan

1. Call to order – President Viney called the meeting to order at 9:31 a.m.
2. General Manager's Report – Ms. Melissa Pelaez presented the General Manager's report for the month of August 2021.
3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes-
 - A. Approval of Minutes of August 17, 2021, Regular Board Meeting– The minutes were approved, as written.
5. President's Report – Ms. Viney has no report currently.
6. Reports – Officers/Committee Chairs
 - A. LWCC/M14 Rep Report – Mr. Blacklow's report is included in the agenda for review.
 - B. Secretary's Report – Ms. Hunter presented the following reports.
 - (1) Building Representative's Report – presented for February/May/August/November

(2) Unit Status Report – The unit status report was presented as distributed for the Board’s review.

(3) Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement. A report was distributed for Board review.

C. Treasurers Report – Mr. Leber presented the list of invoices for approval.

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:

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$420.00	620300-100007	<u>LWMC Physical Property Invoice #197399</u> emergency lights test for month of August Dated: 8/24/2021
2	\$127.50	620200-100006	<u>LWMC Physical Properties Invoice #196940</u> removed two signs. Dated: 8/11/2021
3	\$120.00	6203000-100007	<u>LWMC Physical Properties Invoice #197085</u> – replaced mounting brackets and Reinstalled light B12, repaired exit light on 1 st floor B15 Dated: 8/15/2021
4	\$64.69	620900	<u>Pet Waste Invoice #43028125-</u> trash can liners Dated: 5/28/2021
5	\$84.80	620900	<u>Pet Waste Invoice #43027237-</u> pet waste eliminator bags 200 Dated: 5/26/2021
6	\$28.00	611900-100001	<u>Ree Broome #39615-</u> Prepared collections debtor status and forwarded it to association Dated: 8/31/2021
7	\$240.00	<u>620300-100007</u>	<u>LWMC Invoice #199044-</u> emergency light tests for month of September building 10-17 Dated: 9/17/2021

Resolution #32, 09/21/2021

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	\$2,338.00	690000-100014	<u>Leisure World Wood Shop Invoice #09012021</u> - Installing signs Dated: 9/01/2021
2	\$1,000.00	620400-100003	<u>Dominion Elevator Inspection Services Invoice # 113882</u> - Reinspection for all the building's Elevators Dated: 8/17/2021

Resolution #33, 09/21/2021

- a. Upon motion duly made, the Board agreed,

To authorize the President to have attorneys search for contact information regarding the absentee owner of B15-#3C (Rethoz).

Resolution #34, 09/21/2021

Motion: To authorize the Accounting Department to assess the interest and attorney's fees generated by the lien filing against the account of 3500 Forest Edge Drive [B15], #3F.

Resolution #35, 09/21/2021

Motion: On the recommendation of the Budget & Finance Committee, the Board agrees to terminate the Maintenance Reserve fund by authorizing the Accounting Department to transfer the Maintenance Reserves funds into the Replacement Reserves.

Resolution #36, 09/21/2021

Motion: On the recommendation of the Budget & Finance Committee, the Board agrees to the following defined use of the Replacement Reserve funds: *For the purpose of effecting the maintenance or replacement of common elements and equipment and operating contingencies of a non-recurring nature, with a scope of work or project total of no less than .5% of the Mutual 14 annual budget.*

Resolution #37, 09/21/2021

Motion: On the recommendation of the Budget & Finance Committee, the Board agrees not to create a separate Reserve Fund to cover the new

Master Insurance Policy deductible, and to maintain budget line [GL611800-02] Insurance Deductible at its current level.

Resolution #38, 09/21/2021

Motion: On the recommendation of the Budget & Finance Committee, the Board agrees to the following Capital projects [in general] and spending from the replacement reserves in 2022.

Asphalt repairs	\$8,029
Asphalt Mill & overlay	\$37,092
Elevator Hydraulic Cylinders	\$100,000
Masonry	\$25,528
Paint Finishes [B11-14,15]	\$120,000
Pipes, sub-surface R&R	\$10,900
Roofs [B12, 15, 17]	<u>\$272,000</u>
	\$573,549

Resolution #39, 09/21/2021

Motion: To approve Carol Ames as the Chair of the Budget & Finance Committee.

Resolution #40, 09/21/2021

Motion: To pay LWMC Invoice #198979 in the amount of \$240.00 from GL611800-02 [Insurance Deductible] and authorize the Accounting Dept. to request reimbursement from the owner of 15100 Glade Drive, Unit #3F for repairs resulting from their leaking toilet, and to assess this amount against their account until paid.

Resolution #41, 09/21/2021

Motion: To return Invoice #198816 in the amount of \$197.73 to PPD to be re-issued to the owner of 15100 Glede Drive Unit #2F.

Resolution #42, 09/21/2021

(1) Reimbursement – Request -

a. Viney – Upon motion duly made, the Board agreed,

To approve reimbursement to Kathy Viney in the amount of \$55.94 for Filing Cabinet GL 620200-06

Resolution #43, 09/21/2021

- (2) Budget and Finance Minutes-(**attachment**): final revised and approved:
Budget committee have a tentatively meeting schedule for October 7th, 2021.

D. Property Maintenance Report-(Attached)

- (1) Landscape Proposal – Upon motion duly made, the Board agreed,

To accept the proposal from McFall and Berry proposal # L21427ME to create small bed around base of sign/supply & install Carex, Japanese Sedge Blue Bunny. Transplant Boxwoods to each corner posts of sign, at a cost of \$1,583.00.

Resolution # 44, 09/21/2021

- (2) LWMC Proposal- Upon motion duly made- the Board Approved

To accept the proposal from LWMC Physical Property Department to clean gutters and downspouts to identify any breakage, leaks, damage, etc.

Resolution #45, 09/21/2021

- (1) LWMC Proposal- Upon motion duly made, the Board agreed,

To accept the proposal from LWMC Physical Property Department to Dryer vents (update only)- Accepted back in May 2021

Resolution #46, 09/21/2021

- (1) ABM- Smith-Aman- Upon motion duly made, the Board agreed,

To approve the ABM submitted by Lenore Smith-Aman from 14 Vantage Hill Ct. Unit #1-C for replacement of walls damage by accident on 7/24/2021.

Resolution #47, 09/21/2021

- (2) ABM – Carona- Upon motion duly made, the Board agreed,

To approve the ABM submitted by Jane Carona from 3511 Forest Edge 1G for bathroom remodel.

Resolution #48, 09/21/2021

- (1) (3) ABM- Schilling- Upon motion duly made, the Board agreed,

To approve the ABM submitted by Fay & William Schilling from 15137 Vantage Hill Rd Unit 7-A to replace exterior door/storm.

Resolution #49, 09/21/2021

(1) Who pays for damages under the \$10,000.00 deductible limit

7. New Business-

- a. Ronny Homes- addressing elevators issues and answering questions for the Board members and visitors.
- b. Proposed increase to LW resale fee from 2% to 3% of the gross sale price or \$2,000.00, whichever is greater.

Motion: To approve the proposed amendment to the Leisure World Trust Agreement as presented, by deleting the current language in 2D(1) and replacing it with the proposed 2D(1).

Resolution #50, 09/21/2021

- c. LW Advisory Applications- members are encouraged apply to join
- d. Other Advisory Committee(s) Anyone can ask to be a member, apply and/or Volunteer.

8. LWCC Committees– No reports currently.

- a. EPAC- No report currently.
- b. Security & Transportation – Report attached.

9. Open Forum – Concern of Children living in our Mutual: letter sent informing of Bylaws violations

10. Next Meeting – Tuesday, October 19, 2021, at 9:30 a.m.

11. Adjournment – The meeting adjourned at 11:37 a.m.

Ruth Hunter, Secretary