

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, March 17, 2011**

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 of the Administration Building, on Thursday, March 17, 2011 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Ralph Romano, Treasurer; Helen Bass, James Moores, Jackie Rabinow, Directors

For Management: Tim Coursen, Assistant General Manager; Gloria Robar, Mutual Assistant

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed William Buck, Herbert Fine and Beth Leanza.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for March, 2011. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add...10. Unfinished Business – C. Bylaws. Add...11. New Business – B. BOD Resignation – Ralph Romano. C. Entec –Call List . D. Termites.**
- 5. Approval of Minutes – The minutes of February 17, 2011 were approved as presented.**
- 6. President’s Comments – Mr. Bambach’s comments included: (1) The Nominating Committee has submitted five candidates for election to the Board of Directors. The resignations of Helen Bass and Ralph Romano from the Board of Directors have been accepted by Mr. Bambach. (2) The Linda Williams easement letter has been mailed to all of the unit owners. (3) Mr. Bambach stated that he will be requesting written reports from the representatives of the Leisure World Advisory Committees.**

7. **Reports – Mutual Officers’/Committee Chairs**

A. **Secretary’s Report – Agnes Glass** – Mrs. Glass’ report included:

- (1) **Unit Status Report – (Attachment #1) – The report was reviewed by Mrs. Glass.**
- (2) **There are 12 units on the active listing.**

B. **Treasurer’s Report** –

- (1) **(A/R Status Report) – Copies of the report have been provided to the Board.**
- (2) **The list of invoices for February 18, 2011 – March 17, 2011 was reviewed by Mr. Romano. A copy of the list is on file in the Mutual Assistant’s office.**

Upon motion duly made by Ralph Romano, the Board agreed,

To approve the payment of \$1,084.00 to Schindler Elevator Company – Invoice # 7151384615 – Invoice Date: 1/24/11 – Installation of tank heaters in the elevator rooms of Buildings #15100 Glade Drive, #15101 Glade Drive, #15111 Glade Drive and #15121 Glade Drive.

Resolution #68, 3/17/11

To approve the payment of \$1,037.07 to A&A Water/Fire Damage Restoration – Invoice #2714 – Date: 12/12/10 and Invoice #2746 – Date: 1/29/11. Water damage cleanup and floor repair due to leak in copper pipes in ceilings @15100 Glade Drive - #11-1G (Davis). Date of Occurrence: 11/11/10. Cost of water damage clean up - \$887.07 and cost of floor repair - \$150.00 = \$1,037.07.

Resolution #69, 3/17/11

To approve the payment of \$1,856.27 to A&A Water/Fire Damage Restoration – Invoice #2763 – Invoice Date: 2/10/11 – Water damage clean up due to stopped up master bathroom drain. Main line was clogged @ #8C (Guinan).

Resolution #70, 3/17/11

NOTE: Per the Board of Directors, payment is contingent upon the unit’s past history regarding stoppages.

C. **Property Maintenance Committee Report – Lozupone** – The following items were presented to the Board and reviewed by Mr. Lozupone:

- (1) **Roof Replacement Proposal – (attachment #2)** – After discussion,

Upon motion duly made by Frank Lozupone, the Board agreed,

To accept the Clay Kenny Home Improvement Roof Replacement proposal as presented for the Plaza Homes at a cost \$153,700. Payments to be made in accordance with the payment schedule of the contract.

Resolution #71, 3/17/11

- (2) **Siding Replacement Proposal – (attachment #3)** – After discussion,

Upon motion duly made by James Moores, the Board agreed,

To accept the Clay Kenny Home Improvement Vinyl Siding Replacement and Downspout/Gutter proposal as presented for the Plaza Homes at a cost of \$188,025. Payments to be made in accordance with the payment schedule of the contract.

Resolution #72, 3/17/11

- (3) **Smoke Detector Proposal – (attachment #4)** – After discussion,

Upon motion duly made by Frank Lozupone, the Board agreed,

To accept the Smoke Detector proposal as submitted by PPD to replace one smoke detector and battery per unit, scheduling to be done per building and the call back method will be used for missed units. Cost of the proposal - \$9,500.

Resolution #73, 3/17/11

- (4) **Fire Alarm Testing Proposal (attachment #5)** – After discussion,

Upon motion duly made by Jacqueline Rabinow, the Board agreed,

To accept the Fire Alarm Testing proposal as submitted by Dynlectric to conduct the annual fire alarm testing in Mutual 14, contingent upon the specifications as stated in said proposal and in the amount of \$2, 469.00.

Resolution #74,3/17/11

- (5) ABM – Brown – (attachment #6) – After discussion,

Upon motion duly made by Jacqueline Rabinow, the Board agreed,

To approve the ABM submitted by Edwin & Dorothy Brown, Unit Owners – Building #11-1C, to add a second storage closet at Carport #7, Building #11 – 15100 Glade Drive.

Resolution #75, 3/17/11

- (6) ABM – O’Neil – Mr. Lozupone stated that the O’ Neil ABM (interior renovation of the kitchen) was submitted after the work had been completed. In lieu of a request to resubmit the ABM, Mr. Lozupone requested a signed statement that the renovation had been done by a certified and licensed contractor. The statement has been received and will be placed in the unit file of the owners – James and Linda O’Neil – 15101 Glade Drive, #10-3A.

D. Advisory Committee – Glass – There was no report at this time and the next regular meeting of the Committee will be held in April 2011.

E. Landscape Committee – Moores – The Landscape Committee will have its first meeting on Monday, March 21, 2011.

F. Social Committee – Moores – Progress.

8. Grapevine – Beth Leanza – Mrs. Leanza stated that the Grapevine will be ready for printing and distribution on the Monday after the Thursday Board meeting.

9. LWCC Report – Due to an ice storm, the February LWCC Board meeting was cancelled.

A. LWCC Advisory Committees –

- (1) Restaurant Advisory Committee – Moores – Issues discussed:
(a) Table Reservation – reserved signs on tables for at least an hour and no customers. (b) Breakfast item not prepared

as requested – de-escalation of service and food preparation? Mr. Moores will present these concerns to the Advisory Committee.

- (2) Emergency Preparedness Advisory Committee – Rabinow – Mrs. Rabinow stated that the Committee is in the process of developing generic type plans for the mutuals that have not submitted emergency plans to the Committee.

10. Unfinished Business –

- A. Bad Debt Write off – Sachs - #16-2B (attachment #7) – After discussion,

Upon motion duly made by James Moores, the Board agreed,

To declare as a Bad Debt the amount of \$9,568.07 – referencing Account #14156 – Unit #16-2B.

Resolution #76, 3/17/11

- B. Central Park – Grill/Trashcans – at the March meeting, it was suggested a barbecue grill, bench and table be placed in the “Central Park area; and also placing trash cans at both ends of the park. Mr. Moores has agreed to be the point of contact for this project.

Upon motion duly made by James Moores, the Board agreed,

To approve the “Central Park Project” – to include the purchase and installation of a barbecue grill, bench, table and three trash cans, with the stipulation that when the costs have been determined, the Board may need to approve several items separately.

Resolution #77, 3/17/11

- C. Bylaw Revision Sub Committee – Fine – The Bylaw Revision Sub Committee consists of: Messrs. Herbert Fine, William Buck, James Moores and Philip Evans. The first meeting is scheduled for the latter part of March.

Upon motion duly made by James Moores, the Board agreed,

To purchase a Digital Recorder for use by the Bylaw Revision Sub Committee – with the assistance of the Mutual Assistant.

Resolution #78, 3/17/11

- D. **Refreshments – Annual Meeting** – Information received from the Food Services stated that for a Coffee/Cookie set up for 60-80 people the cost per person - \$3.00, 15% Gratuity, and 6% State tax.

Upon motion duly made by James Moores, the Board agreed,

To approve the use of the LW Food Services for the Coffee/Cookie set up at a cost per person - \$3.00, plus 15% gratuity and 6% state tax, contingent upon the Social Committee's participation and not to exceed the amount of \$350.00.

Resolution #79, 3/17/11

11. **New Business**

- A. **BOD Resignation – Helen Bass** – (attachment #8) – Copies of Helen Bass' letter of resignation was provided to the Board. She is resigning from the Board of Directors at the end of the current term.
- B. **BOD Resignation – Ralph Romano** – Mr. Romano announced that he is resigning from the Board of Directors, at the end of the current term.

Upon motion duly made by Richard Bambach, the Board agreed,

That the two candidates receiving the most votes will fill the two three year terms, the candidate with the third largest number of votes will fill the two year term and the candidate with fourth largest number of votes will fill the one year term.

Resolution #80, 3/17/11

- C. **Ntec – “Call List”** – (attachment #9) – Copies of the Ntec information sheet were provided to the Board. The “Call List” is a list of phone numbers of a designated group and used for the purpose of emergency notifications. After discussion,

Upon motion duly made by James Moores, the Board agreed,

To approve the purchase and implementation of the Ntec Call List Service - emergency notification to multiple designated contacts in Mutual 14.

Resolution #81, 3/17/11

**D. Termites – Exterior Preventative Maintenance of Termite Infestation.
After discussion,**

Upon motion duly made by James Moores,

**To provide an exterior preventative maintenance for termites of
Building #3 not to exceed \$2,000.
The motion was withdrawn.**

Upon motion duly made by Frank Lozupone, the Board agreed,

**To have the Mutual Assistant contact the Western Pest Services to
obtain an estimated cost for the exterior preventative maintenance
of termite service for the 25 Plaza Homes and 8 Apartment Buildings.
The motion passed by a vote of 5 ayes and 1 nay.**

Resolution 82, 3/17/11/

- 12. Open Forum – Comments from Floor re: Amended Condo Act, 1246.**
- 13. Next Meeting – April 21, 2011 – 1:30 P.M. – Sullivan Room**
- 14. Adjournment – There being no further business, the meeting adjourned at
3:20 PM.**

Richard Bambach, President

Agnes Glass, Secretary