

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, April 21, 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, April 21, 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 1:28 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Sarah Sutton to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for April, 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 – D. Picnic Furniture. 11. New Business – A. 2010 Audit Q/A – Postpone to May meeting.
5. **Approval of Minutes** – The minutes of March 17, 2011 were approved as presented.
6. **President’s Comments** – Mr. Bambach’s comments included:

(1) **Robert’s Rules of Order** –

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

To purchase a copy of the Robert’s Rules of Order for use by the Board of Directors and to be held in the Mutual Assistant’s office.

Resolution #85, 4/21/11

(2) The easement process is covered in the Maryland Condominium Act and states that 66.23 % approval of the unit owners is required and the approval votes with mortgages must obtain the approval of the mortgage companies.

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) 11 units on the active listing.
- (3) Move Out – Viola Johnson - #12-2E.

B. Treasurer’s Report –

- (1) (A/R Status Report) – Copies of the report were provided to the Board and reviewed by Mr. Romano.
- (2) The list of invoices for March 18, 2011 – April 21, 2011 was reviewed by Mr. Romano. A copy of the list of invoices is on file in the Mutual Assistant’s office.

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

To approve the payment of \$1,198.00 to Western Pest Services, Invoice #4443464 – For termite treatment @ 15115 Vantage Hill Road, #4A (Andrews) on March 29, 2011.

Resolution #83, 4/21/11

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

To approve the payment of \$606.59 to A&A Water/Fire Damage Restoration for the water damage clean up @Units #11-2G (Kurman) and #11-1G (Davis) due to toilet leaking into unit below. \$600.60 to LWMC for drywall repair to ceiling in Unit #11-1G. It was determined that resident (Kurman) be assessed for the cost of all damages incurred (\$1, 207.19).

Resolution #84, 4/21/11

C. Property Maintenance Committee Report – Lozupone – Mr. Lozupone’s report included: (1) Repairs to the trash doors have been completed. (2) Roofing project is in progress. (3) Painting Proposals were submitted by Palmer Brothers and Manders Decorating Company.

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

To accept the Palmer Brothers Company's Painting Proposal to paint Mutual 14's apartment buildings (8); to include the painting of the enclosed balconies at a cost of \$52,340 for two (2) buildings. Buildings #14 & #15 will be completed in 2011 and Buildings #16 & #17 in 2012.

Resolution #86, 4/21/11

- D. Advisory Committee – Glass – Mrs. Glass' report included:
(1) Meeting held on April 20, 2011 and one (1) building representative was absent. (2) Cleaning of non-skid floors - Improper care/cleaning? Suggestion: contact John LaClere for information on proper cleaning procedure. (3) Dog complaints – change rules/discuss at annual meeting? Mr. Bambach will place an article in the Grapevine. (4) Picnic Furniture – It was suggested that a poll be conducted regarding the picnic furniture in Central Park.
- E. Landscape Committee – Moores – Mr. Moores stated that he was informed the trees along the Golf Course beyond Vantage Hill Road belongs to Mutual 14. Mr. Coursen will check to see if the information is correct.
- F. Social Committee – Moores – Mr. Moores stated that there is a new member on the Committee and a Greek dinner is being planned. Ellen Wilson has agreed to help with the Social Hour at the Annual Meeting.
- 8. Grapevine – Beth Leanza – Mrs. Leanza stated that the Grapevine is ready for printing and distribution.
- 9. LWCC Report – The topics of interest/concern of the LWCC Board continues to be the Medical Center and the Name Change. Mr. Bambach noted that the subject of a new name has yet to be brought up for discussion by the LWCC Board and Management.
 - A. LWCC Advisory Committees –
 - (1) Emergency Preparedness Advisory Committee – Rabinow – Mrs. Rabinow stated: (1) that the Committee will extract all Emergency Preparedness articles from the Leisure World News and place them in a binder and will be available at the Library to the Community. (2) Goal: Summary sheet that explains what to do in an emergency – maybe placed on circuit breaker boxes and given to caregivers. (3) an October forum is being planned.

- (2) Mr. Bambach has been appointed to chair the LWCC ad hoc committee to create a process by which one can seek a redress of a complaint (Conflict Resolution).
- (3) Mr. Coursen stated that effective with the May meeting there will be an open agenda availability on any item that action will be taken.

10. **Unfinished Business** –

- A. **Termite Treatment – (attachment 2)** – The cost to do a termite inspection of the Plaza Homes and the first floors of each building will be \$25.00 per unit before July 1 or \$12.00 per unit after July 1. The Pest Control Department will be contacted to find out what is involved in a termite inspection and why the difference in pricing.
- B. **Williams’ Easement Update** – 141 approved votes have been received thus far and of the approved votes - 12 have mortgages. Approval from the mortgage companies of owners that approved the easement is required.
- C. **Unauthorized Vehicle – Barber** – The cut off date for the removal of the unauthorized vehicle at #14-2C was April 20, 2010. Mr. Bambach will check to see if the vehicle has been removed.
- D. **Picnic Furniture** – Mr. Moores has looked for grills at several places and was given a catalog by John LaClere. From the catalog: one grill, one picnic table and one trash can = \$1,000. Mr. Moores stated that a decision is not yet ready to be made.

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

to postpone finalizing the decision to purchase the Picnic Furniture.

Resolution #87, 4/21/11

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

to place an article in the Grapevine regarding placing picnic furniture in Central Park and that all responses from the residents be in writing and given to the Building Representatives.

Resolution #88, 4/21/11

11. **New Business** –

- A. **2010 Audit Q/A – Dawn Gaynor (attachment 3)** – Subject postponed to the May 19, 2011 Board meeting.
- B. **SUV Issue – (attachment 4)** – Copies of the article was provided to the Board and Mr. Bambach discussed and explained the reason for the article. After discussion,

Upon motion duly made by Ralph Romano,

that a letter be sent to the unit owner that complained about the SUV being too large for the parking space; that the complainant be told that he/she needs to park properly in their parking space.

The Board unanimously voted no. The motion failed.

- 12. **Open Forum** – Sarah Sutton: Cigarette smoke infiltrates unit. Mr. Lozupone will have John LaClere check the vent intake of the units (#10-2F and #10-3F).
- 13. **Next Meeting** – May 19, 2011 – 1:30 P.M. – Sullivan Room
- 14. **Adjournment** – There being no further business, the meeting adjourned at 4:00 P.M.

Jacqueline Rabinow, Vice President

Agnes Glass, Secretary