

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, August 18, 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, August 18, 2011 at 1:30 P.M.

- Directors Present:** Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; Frank Lozupone, James Moores, John Radcliffe, Directors
- For Management:** Jolene King, Assistant General Manager; Gloria Robar, Mutual Assistant
- Visitors:** William Buck, Harold Crisp, Linda O’Neil, Joanne Riggles
1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
  2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Harold Crisp, Linda O’Neil and Joanne Riggles.
  3. **General Manager’s Report** – Jolene King, Assistant General Manager presented the General Manager’s Report for August, 2011. All questions and comments were responded to by Mrs. King.
  4. **Adoption of Agenda** – The agenda was approved as amended. Add...10. Unfinished Business, D. Pet Refuse Receptacle. Add...11. New Business, B. Miscellany – Tax Credit Inquiry, Pets.
  5. **Approval of Minutes** – The minutes of July 21, 2011 were approved as presented.
  6. **President’s Comments** – Mr. Bambach remarks included: (A) a brief recap of his trip to the British Isles. (B) The current financial status of Mutual 14 is in a positive posture.
  7. **Open Forum** – Comments from the Floor - **Linda O’Neil**: (a) Concern on color of outdoor carpet. (b) Main lobbies – should be updated and guidelines

should be established regarding the updating of the main lobbies. It was stated that consideration be given to the development of an Architectural Committee, Mr. Bambach will work with Mrs. O'Neil.

**Joanne Riggles:** (a) Concerns regarding the Painting Project/Painters – Mr. Buck stated that these concerns were discussed with John LaClere, PPD Special Projects Foreman and the concerns were corrected and noted.

**Harold Crisp:** (a) Metro Van/automobiles enters VHR unaware of the fact that there is no outlet. Mr. Crisp submitted a proposal to replace current barricades and placement of signage at Vantage Hill Road and Interlachen Drive. It was suggested that the proposal be submitted to the Security & Transportation Committee for its review regarding any safety issues. (b) Air Conditioning in the apartment buildings – New rule – required a 13 SEER for higher efficiency; however units are very large which will not fit in the apartments and company that built the 13 SEER units no longer manufacturer the units. 10 SEER units are currently in place in the apartment buildings. Placement of the 13 SEER units would alter the look of the buildings. This subject will warrant future consideration by the Board.

**8. Reports: Officers'/Committee Chairs –**

**A. Secretary's Report – Agnes Glass –**

(1) **Unit Status Report** – The report was reviewed by Mrs. Glass. Addition to the status report: **Move Out** – Thomas Ball, #13-1F and a new tenant has moved into the unit.

(2) After discussion, it was stated that the letter referencing the leasing, licensing and registration requirements will be discussed by Mr. Bambach and Mr. Radcliffe; then a letter will be sent to all unit owners.

**B. Treasurer's Report – Ann Graham** – Ms. Graham's report included the following: (1) Copies of Ms. Graham's current financial report were provided to the Board. It was suggested that the report be included in the Grapevine after Mr. Bambach and Ms. Graham review/clarify the report. (2) List of Invoices, after discussion,

Upon motion duly made by Ann Graham, the Board agreed,

To return the following invoices for charge back to the unit owners

(1) #4-LWMC 334704 (Taylor - #16-1A) - \$154.10. (2) # 21 Western Pest Services – Invoice #4716505 – (Steffen) - #15-1A) - \$30.00.  
(3) #22-Western Pest Services – Invoice #4650588 – (Hajjar) - #10-1A & (Blumenthal) - #10-3G. TOTAL AMOUNT RETURNED: \$214.10.

(3) Adjusted List of Invoices for July 22, 2011 – August 18, 2011 is on

file in the Mutual Assistant's office.

(4) Ms. Graham reviewed the current financial statements.

C. Property Maintenance Report – Frank Lozupone – Mr. Lozupone's report included:

(1) ABM – Radcliffe – After discussion,

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

To approve the ABM submitted by John Radcliffe to install three (3) windows @ 15121 Vantage Hill Road, #5B (Radcliffe). Upon completion of the installation of the windows, the resident is to leave the U-factor stickers on the windows and contact the Energy Advisory Committee to obtain a new e-rating factor.

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(2) Stansbury Services Contract – The Property Maintenance Committee reviewed the proposal submitted by Stansbury Services. It was suggested that the disposal of dog refuse be included in the contract. It was noted that the Montgomery County regulation clearly states that the cleanup after a dog and the disposal of the dog refuse is the responsibility of the dog owner. The PMC will again review and re-write the checklist and resubmit its recommendation to the Board.

(3) Property Maintenance Projects – 2012-2014 – Copies of the projected maintenance projects were provided to the Board for its review and recommendations.

(4) Western Pest Termite Inspection Proposal – The initial proposal to inspect the Plaza Homes and the 1<sup>st</sup> floor units of the eight (8) apartment buildings was approved by the Committee. It was discovered that the carports were not included in the original proposal. The Mutual Assistant has been asked to obtain the cost of the proposal with the addition of the carports to the termite inspection.

D. Advisory Committee – Agnes Glass – Mrs. Glass' report included the following:

(1) The Committee met on Wednesday, August 17<sup>th</sup> and all of the buildings were represented with the exception of one.

- (2) **Move Out - #13-1F (no notice) and Move In of new tenant.**
- (3) **Stansbury Contract – Building representatives not responsible for the checklist assignment.**
- (4) **Trash Rooms – Complaints were received in the cleaning of the trash rooms.**
- (5) **Recycle Bins – Martha Taylor – Bldg. Representative - #17 called Montgomery County regarding the recycle process. The information received was that a representative from the Montgomery County Recycle Department be invited to speak to the resident. Also, it was suggested that larger recycle bins be obtained. The Mutual Assistant has been asked to check further into the matter.**
  
- E. **Landscape Committee – Sharon Moores – A written report was submitted to the Board. A walk through the property has been conducted, letters will be sent to all residents requiring landscape cleanup within 30 days.**
  
- F. **Social Committee – Sharon Moores – A written report was submitted and presented to the Board. A reminder: Greek Dinner Event - September 27, 2011 – Geneva Foster will the Guest Chef.**
  
- 9. **Grapevine – Elizabeth Leanza – Ms. Rabinow reviewed the articles that will be published in the next edition of the Grapevine to include recycling, shredding and dog refuse. Linda Williams has volunteered to deliver the LW News to the Plaza Home owners.**
  
- 10. **LWCC Report –**
  - A. **LWCC Advisory Committees –**
    - (1) **Restaurant Committee – James Moores – Progress.**
    - (2) **Security/Transportation Committee – James Moores – Progress.**
    - (3) **Emergency Preparedness Committee – Jacqueline Rabinow – Ms. Rabinow stated that the October Forum is on schedule.**
  
- 11. **Unfinished Business –**
  - A. **MC County Council/Board of Health – Res #17-210 “Prohibition of Smoking in Common Areas of certain Multiple-Family residential Dwellings and Certain Playground Areas” – It was stated that Management is considering the installation of standard no smoking signs throughout the Community. The Board agreed that the no smoking signs be posted in all enclosed areas.**

Upon motion duly made by Ann Graham, the Board agreed,

To approve the adoption of MC Regulation #17-210 as specified and that the No Smoking signs be posted in all enclosed areas.

B. Reserve Study – The reserve study has been postponed to the September meeting.

C. Rentals – Radcliffe – Subject was discussed at 8. A. (2).

D. Pet Refuse Receptacle – after discussion,

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

that Ann Graham be allowed to proceed into the checking of the purchase of pet refuse receptacles and provide the information to the Board.

Resolution #31, 8/18/11

12. New Business –

A. 2012 Budget – Copies of the 2012 proposed budget were provided to the Committee. Mr. Bambach stated that he will contact Dawn Gaynor, Accounting Supervisor, and discuss the funding of the Maintenance Reserves from the condo fees. He will, if deemed necessary call a special meeting of the Board to discuss the budget.

B. Miscellany: (1) Letter from Carol Emel – Form #5695 – Energy tax credit allowed of up to \$500 for the installation of roofs and siding. (2) Elevator Certificate of Inspections have not been yet been posted. The Mutual Assistant will check with the Schindler technician. (3) Herb Fine – handicap ramp has been installed – Mr. Fine has resigned from the Property Maintenance Committee and the Government Affairs Committee. (4) Virginia DeMatteo will continue to serve on the Budget & Finance Advisory Committee through 2011 and will then resign as Mutual 14's representative. (5) Interpretation of Pest/Nuisances Rules – Re: Pests.

Upon motion duly by John Radcliffe, the Board agreed,

that the ownership of two (2) dogs be allowed in Mutual 14.

Resolution #32, 8/18/11

After further discussion, the motion was withdrawn.

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

to postpone Motion #32, ownership of two (2) dogs to the September meeting.

**Resolution #33, 8/18/11**

13. **Next Meeting** – September 15, 2011 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 4:45 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary