

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, September 15, 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, September 15, 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: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

Visitors: Dorothy Powers

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Dorothy Powers to the meeting.
3. **General Manager’s Report** – Kevin Flannery, General Manager presented the General Manager’s Report for September 2011. All questions and comments were responded to by Mr. Flannery.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...11. New Business – C. Power Reduction Survey. D. Edwards – Underage Resident. E. M&O/Property Maintenance Services Agreements.
5. **President’s Comments** – Mr. Bambach’s comments included the following: (A) Minutes delayed due to Mr. Bambach being ill with bronchitis and the cataract surgery of Ms. Robar. (B) The budget letter was worked on by Mr. Bambach and Ms. Graham and will be discussed @ 10. A. (C) The rental letter was revised and forwarded to Mr. Radcliffe and will be discussed @ 10. C. (D) Mr. Bambach stated that there was a need to have a better controlled and properly run board meeting.
6. **Approval of Minutes** – The minutes of August 18, 2011 were approved as presented.

7. Reports: Officers'/Committee Chairs –

A. Secretary's Report – Agnes Glass –

(1) Unit Status Report – Copies of the report were attached to the agenda packet. The report was reviewed by Mrs. Glass.

(2) Resident Visits – Mrs. Glass stated that it has become difficult to arrange visits with new residents for various reasons. It was suggested that consideration be given to the mailing of the welcome packets to the residents.

B. Treasurer's Report – Ann Graham – The current financial statements were not available at this time. The current invoice list was reviewed by Ms. Graham and Invoice #7 (inspection of elevator pits/sump pumps) was extracted for further clarification. The current invoice list is on file in the Mutual Assistant's office.

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

To approve the payment of \$2,902.50 to LWMC for the inspection of the roof and siding projects, to insure completion of punch list items and the cost of weatherstripping for the garage doors.

Resolution #34, 9/15/11

To approve the payment of \$2,469.00 to Dynalectric Company, Invoice Date: 8/26/1, for the annual Fire Alarm System testing completed on July 8, 2011 for the eight apartment buildings in Mutual 14.

Resolution #35, 9/15/11

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

(1) Proposed Barricade at Vantage Hill Road and Vantage Hill Court – The Fire Department was contacted and no problems were noted referencing the project. The residents of the Plaza Homes were also contacted and there were no complaints. The Property Maintenance Committee will present a proposal to the Board upon receipt of the cost of the project.

(2) Sub Committee for Lobby Refurbishing – Linda O'Neil is in the process of creating a sub committee for the refurbishing of the lobbies of the apartment buildings. A request of \$500.00 per building has been made for the refurbishing project. Mr. Bambach will distribute copies of the report that was submitted by Mrs. O'Neil.

(3) Pet Refuse Disposal – Mr. Lozupone stated that the subject has been postponed pending further investigation. Ms. Graham stated

that the Greens have a cleaning service that empties the trash cans on its property. It was suggested that the Stansbury Services contract be amended to include the cleaning of the pet refuse receptacles.

(4) A proposal was made to send a letter to all pet owners stating that pets are not allowed to run loose on the property. Mr. Bambach will send a letter to the pet owners.

(5) Stansbury Services Contract – The amended Stansbury Services Proposal will be presented to the contractor.

(6) Painting Project – Several complaints were received – The Committee will meet with John LaClere and the contractor and the results of the meeting will determine whether the same contractor will be used for future painting projects.

(7) Proposed Projects – 2012 – Copies of the proposed projects were provided to the Board. Mr. Lozupone stated that the Committee is requesting approval to complete the projects as listed in the 2012 Proposed Projects. Note: The 2013 Proposed Projects is a duplicate of the 2012 Proposed Projects.

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

that the Board of Directors approve the request of the Property Maintenance Committee to complete the projects as listed in the 2012 Proposed Projects.

Resolution #36, 9/15/11

(8) Mr. Lozupone and Mr. Buck met with Jolene King, Assistant General Manager to discuss the imminent retirement of John LaClere, Foreman, Special Projects Department. They were assured that the most capable individual will fill the position. It was suggested that a copy of the Special Projects database be provided to the Board. Mr. Bambach will request a copy of the database.

(9) Termite Inspection – The termite inspection was recently completed – one unit and three carport storage enclosures were in need of treatment. The treatment will take place during the week of September 19, 2011.

- D. Advisory Committee – Agnes Glass – There was no report at this time, however the Committee will meet on October 19, 2011.
- E. Landscape Committee – Moores – A written report was submitted to Mr. Bambach. Note: Letters had been sent to unit owners stating that if action to resolve noted landscape deficiencies were not completed within the specified time constraint, the Landscape Committee would have the work done and charged to the unit owner.

Responses were received challenging the authority of the Landscape Committee to take this action. It was agreed that Board of Directors is the final authority in all decisions regarding monetary issues.

- F. **Social Committee – Moore – Reminder: Greek Dinner, with Geneva Foster as Chef on Tuesday, September 27, 2011.**

- 8. **Grapevine – Elizabeth Leanza – Mrs. Leanza reviewed the articles which will be published in the next edition of the Grapevine.**

- 9. **LWCC Report – Mr. Lozupone attended the LWCC Board meeting and stated that the meeting was long; and the 2012 Budget was approved.**
 - A. **LWCC Advisory Committees –**
 - (1) **Restaurant Committee – Moores – Thursday Evening Buffet – Starts at 4:00 P.M. - \$16.00 – Excellent menu.**

 - (2) **Security/Transportation Committee Moores – There was no report at this time.**

 - (3) **Emergency Preparedness Committee – Rabinow – The EPAC Forum will be held on Wednesday, October 19, 2011. There will be an article and advertisement published in the Leisure World News. The programs will be printed by the Community and posters will be ready for distribution. Tickets are necessary for attendance. Speakers are: Matt Kelleher, Professional Facilitator, Chris Costomo, Homeland Security and Mike Fitzgerald, Emergency Preparedness for People with functional needs.
The Committee has a working group for CERT.**

 - (4) **Education/Recreation Committee – Leanza – A written report was submitted by Mrs. Leanza.**

- 10. **Unfinished Business –**
 - A. **Budget – 2011 – Copies of the budget were provided to the Board. The budget was reviewed by Mr. Bambach. The budget will be mailed to all unit owners with a cover letter under the signatures of Mr. Bambach and Ms. Graham.**

 - B. **Pet Rules – The 2 dog rule was postponed to the October meeting.**

 - C. **Rental Letter – Bambach/Radcliffe – Mr. Bambach will re-draft the rental letter and forward the copy to Mr. Radcliffe for his input.**

- D. **Reserve Study Proposals** – Copies of the Reserve Study from Reserve Advisers, Associa and the Falcon Group were provided to the Board at the July 21, 2011 meeting. Ann Graham provided a review of the proposals. After discussion,

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

To accept Reserve Advisers Proposal to conduct the Reserve Study for Mutual 14.

Resolution #37, 9/15/11

11. **New Business** –

- A. **Email – Bldg. 16 Elevator and Mail Lobby – 9/13/11** – Mr. Bambach will respond directly to Charles and Ann Marie Martinez.
- B. **Email – Mutual 14, Budget and Expenses** – Mr. Bambach will respond directly to Charles and Ann Marie Martinez.
- C. **Power Reduction Survey/Rebate** – It was felt that the notification of the power reduction event to the Community was ill-timed and did not allow for a proper dissemination of information.
- D. **Edwards – Underage Resident** – Copies of Kathy Viney’s letter were provided to the Board. Mr. Bambach will send a letter to Cuyler Edwards.
- E. **M&O/Property Maintenance Services Agreements** – Copies of the M&O and Property Maintenance Service Agreements were provided to the Board. Subject will be placed on the October agenda.
12. **Open Forum** – Dorothy Powers: Comments on the refurbishing project and the Vantage Hill Road/Court barricade.
13. **Next Meeting** – October 20, 2011 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 3:52 P.M.

Richard Bambach, President

Agnes Glass, Secretary