

REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14

Thursday, February 19, 2009

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 February 19, 2009 at 1:30 P.M.

Directors Present: Jackie Rabinow, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Paulina Garner, Treasurer; Richard Bambach, Herb Fine, Ralph Romano, Directors

For Management: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

1. **Call to Order** – Mrs. Rabinow called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mrs. Rabinow introduced and welcomed Bill Buck, Jim Moores, Ken Schroeder and Gerry Windham to the meeting
3. **General Manager’s Report** – Kevin Flannery, General Manager presented the General Manager’s Report for February 2009. All questions and comments were responded to by Mr. Flannery.
4. **Approval of Agenda** – The agenda was approved as presented.
5. **Approval of Minutes** – The minutes of January 15, 2009 were approved as amended. 6. **President’s Comment/Report...Grapevine Paragraph** – Change “assistant” to “editor”. 7. **b. Treasurer...Change maturing date on Resolution #56 T Bill from 2/15/09 to 2/26/09. Change maturing date on Resolution #57 T Bill from 1/25/09 to 2/5/09.**
6. **President’s Comment & Report** –
 - **Grapevine** – Another cover letter will be attached to the February/March edition of the Grapevine and distributed to all unit owners. The letter will encourage residents to take time to read the newsletter to be aware of what is happening within the Mutual and the LW Community.
 - **Green Sheets** – Mrs. Rabinow had requested that all Building Representatives provide her with a list of residents that had not submitted updated green sheets. However, it was discovered that last May there had been a mutual-wide effort to update all green sheets, and it was decided that the project be revisited in May 09.
 - **Mailbox Labels** – All missing mailbox labels have been replaced. The Building Representatives were told to contact the Mutual Assistant to replace or add mailbox labels.

- **Foreclosures** – Mrs. Rabinow stated that there are several bills in legislation regarding foreclosures and noted that one piece of legislation will attempt to make possible the recovery of the last six months of late condo fees of a unit from the buyer.
- **Audit Presentation** – It was agreed that the subject be tabled to next month's meeting.

7. **Reports of Mutual 14 Officers & Committee Chairs –**

a. **Secretary – Agnes Glass** – Mrs. Glass' report included the following:

- **New Residents** – David & Florence Slade due to move in March 10, 2009– 15135 Vantage Hill Road, #7-B. There were concerns that renovations were being planned by the new residents and concerns were expressed that they may not be aware of the rules and procedures for the modification of the unit.
- Judith Block was visited this month.
- There were no new residents at this time.
- 28 Vacancies and 10 units on listing.

b. **Treasurer – Paulina Garner** – Mrs. Garner's report included the following:

- **Disbursements and Monthly Accounting Reports** – List of invoices approved by the Mutual Assistant is on file for review.
After discussion,

Upon motion duly made and seconded, the Board **agreed**,

To approve the payments (under one resolution number) of Invoice #LWM-15122, dated 12/12/08 (\$600.00); Invoice #LWM-3501, dated 12/2/08 (\$600.00); and Invoice #LWM-3500, dated 12/12/08 (\$600.00); totaling \$1,800.00 to Adonai Consultants, Inc for the pre-inspection and acceptance tests of the elevators in Buildings #13, #14 and #15.

General Resolution #61, 2/19/09

To approve the payment of Invoice #70232, dated 12/29/08 in the amount of \$34,476.80 for the elevator renovation of Building #15 to Warfield/Sanford.

General Resolution #62, 2/19/09

To approve the payment of Invoice #70688 dated 1/7/09 in the amount of \$40,305.00 for the shaft replacement work of Building #15 to Warfield/Sanford.

General Resolution #63, 2/19/09

- **Mutual Reserve Analysis** – The reserve analysis was reviewed and discussed. Mrs. Garner stated that it was normal procedure that after an audit has been completed a reserve analysis is generated.

c. **Property Maintenance Committee** – Mr. Lozupone's report included

the following:

- **Annual Spring Inspection** – Mr. Lozupone stated that the Committee is waiting for the inspection forms that are being by John LaClere.
- All of the broken downspouts have been replaced.
- Mr. Lozupone will have Mr. LaClere to contact the WSSC to return and to properly repair the damages incurred by WSSC two years ago.
- **Transformer Gates – Building #13** – Mr. Lozupone checked the gate and it is in need of repair. Mr. Lozupone will contact Steve Grilles to have the gate repaired.

d. **Advisory Committee – Agnes Glass & Aleen Phillips** – Mrs. Glass’ report included the following:

- The Advisory Committee met on February 18, 2009 with representation from all buildings.
- Harold Crisp, Chair of the Nominating Committee attended the meeting and requested that the Building Representatives canvass their building for potential candidates for the Board.
- Items brought up for discussion:
 - (1) Shaky elevator – Call the Mutual Assistant.
 - (2) Litter at Interlachen/Glade – Install trash receptacles? Mrs. Rabinow will take issue to LWCC BOD.
 - (3) Friedman Unit - #13-3D – Carport – Mutual Assistant will again call caretaker of unit.
 - (4) Pet/Droppings not picked up – The Mutual Assistant will contact resident of Unit #14-1F.
 - (5) Unit #14-2G & 1-G – Door not repaired properly, still does not close properly. Subject to be discussed at the next PMC meeting.

e. **Landscape Committee – Sharon Moores** – There was no report at this time.

f. **Social Committee – Sharon Moores** – There will be a Soup/Salad and Movie night on March 10, 2009. The name of the movie is still unknown.

8. **Mutual Assistant Report – Gloria Robar** – Copies of the MA report are attached to the agenda.

List of invoices discussed and reviewed under this subject.

9. **Unfinished Business** –

a. **Caregiver – What Next?** – The Mutual Assistant will draft a letter to the unit owner and copy the renter requesting that the Mutual rules regarding the issue of a caregiver be complied with.

b. **Nominating Committee** – It was decided that the subject did not require discussion at this time.

10. **New Business** –
- a. **New Resident Packets** – It was agreed that the revised rules be included in the New Resident Packets.
 - b. **Digest of Bylaws & Rules** – Mrs. Rabinow suggested that the rule regarding outside antenna/satellite dish be minimized and Mr. Fine will review and summarize the rule.
 - c. **Insurance Deductible** – The Amendment to Mutual 14’s Bylaw stipulates that the insurance deductible collectible from an owner cannot exceed \$1,000.00. Currently, legislation may propose to raise the deductible amount of \$5,000.00 to \$10,000.00. It was stated that the Mutual must be prepared to make necessary changes dependent on what will be legislated.
 - d. **Pet Registration** – Mrs. Rabinow has developed a form to have all pets registered in the Mutual. An article will be published in the Grapevine.
11. **Grapevine – Review of Items – February/March** – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.
12. **Remarks by Visitors** – Comments from the Floor: (1) Glade Street Sign still crooked. A work request was sent to PPD. (2) Mr. Schroeder commended the Call for Candidate letter from Mr. Crisp. (3) Asphalt is above level of carport concrete. (4) Forest Edge Units are satisfied with new Stansbury employee. (5) March 6th Forum will be - “Security for Seniors”.
13. **Adjournment** – There being no further business, the meeting adjourned at 3:20 P.M.

Jacqueline S. Rabinow, President

Agnes Glass, Secretary