

REGULAR MEETING

BOARD OF DIRECTORS

COUNCIL OF UNIT OWNERS OF MUTUAL 14

Thursday, August 20, 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 Thursday August 20, 2009 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Paulina Garner, Treasurer; Jacqueline Rabinow, James Moores, 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 Gerry Windham to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for August 2009. All questions and comments were responded to by Mr. Coursen.**
- 4. Approval of Agenda – The agenda was approved as presented.**
- 5. Approval of Minutes – The minutes of July 16, 2009 were approved as presented.**
- 6. President’s Comments –**
 - A. Operations Manual – Mr. Bambach stated again the need to consider the development of an operations manual that would be of assistance to all new BOD members and staff.**
 - B. The Building #13 Atrium Drainage/Carport Repair project has been completed.**
 - C. Budget Intent – Copies of the revised budget were provided to the Board. This subject will be discussed at length under New Business.**
 - D. Unavailability of the President – September 8th–13th– Blacksburg, VA.,
September 22nd Social – Prior commitment – Will defer awards presentation to another time, September 29th – October 18th – Visit to China – Mr. Lozupone will chair the October Board Meeting.**
- 7. Reports of Mutual 14 Officers & Committee Chairs –**

A. Secretary – Agnes Glass – Mrs. Glass’ report included the following:

- 12 units are currently listed for sale.
- There is a concern regarding people moving in without the knowledge of the Board, Building Reps or the Mutual Assistant’s office.
- It was suggested that Mutual 14’s Leasing Letter be sent out annually to all unit owners and the reaffirmation of the responsibility of each unit owner to notify the Board of all changes to the unit, move ins and move outs.
- There were no visits made last month. Two visits are scheduled for the upcoming week – (1) Linda Williams @ 15151 Vantage Hill Road, #9-A and (2) Curtis & Anita Harris @ 3501 Forest Edge Drive, #14-3B.
- Death Notice – Myaroslawa Jankovic – 3501 FED, #14-3C – 8/9/09.

B. Treasurer – Paulina Garner – Mrs. Garner presented the following invoices for payment – (1) McFall/Berry Invoice #119545 – Date: 6/30/09 – Proposal #2843 – Amount: \$3,037.50 and (2) LWMC – Work Order #285136 – Date: 7/30/09 – Amount: \$1,200.50 – For the caulking where siding meets brick for Bldgs. #10 - #17.

Upon motion made by Paulina Garner and seconded, the Board agreed,

To approve the payment to McFall/Berry Invoice #119545 – Date: 6/30/09 – Proposal #2843 in the amount of \$3,037.50.

Resolution #21, 8/20/09

Upon motion made by Paulina Garner and seconded, the Board agreed,

To approve the payment to LWMC – Work Order #285136 – Date: 7/30/09 for the caulking where siding meets brick for Bldgs. #10 - #17 in the amount of \$1,200.50.

Resolution #22, 8/20/09

Upon motion made by Jackie Rabinow and seconded, the Board agreed,

To approve upon the maturity of the two \$100,000 CDs, to re-invest the \$200,000 in a 6-month CD at either one bank or two different banks, dependent upon the best available interest rate. The Board also authorizes Paulina Garner, Treasurer, and Lamont Miller, Mutual 14 Accountant to select the best available rate for the re-investment of the two CDs.

Resolution #23, 8/20/09

C. **Property Maintenance Committee – Lozupone/Buck** – Copies of the August 6th meeting of the PMC are attached to the agendas. The following items were discussed:

- Bids for the Painting of the Exterior of Mutual 14 – Copies of John LaClere's memorandum were provided to the Board.
- Fire-Mak Inc. – Inspection of the standpipes of all eight apartment buildings were expected to have been completed at this time; however it has not yet been done.
- Work on the flat roofs of the plaza homes has been started and will include resealing the vent stacks and similar repairs.
- A Plaza Home Committee has been appointed to determine the responsibility of the residents in the upgrading of their property and the responsibility of Mutual 14. The Committee, consisting of Steve Grilles, Herb Fine and Irving Flyer, will provide a report to the PM Committee.
- Painting Proposal – After an in depth discussion of the painting proposal submitted by John LaClere,

Upon motion made by James Moores and seconded, the Board agreed,

To approve the recommendation of John LaClere, Special Projects Department and accept the Painting Proposal of the Palmer Brothers Painting as presented, subject to the verification of the License and Certificate of Insurance of said company.

Resolution #24, 8/20/09

- Elevators – It was stated that only three of the eight elevators have current certificates of inspection and two of these will expire soon. The inspection certificate in Building 14 is missing. The Mutual Assistant has been instructed to call Warfield/Sanford and have the issue resolved.

A new service contract for the Mutual is needed in 2010. It was suggested that Schindler Elevator be considered in the bidding for service contracts. Mr. Coursen stated that Schindler Elevator is being considered to provide an umbrella contract for the Community.

- The following issues were questioned and discussed at this time of the meeting.
 - (1) The authorization of the Property Maintenance Committee to spend up to \$10,000 and the Mutual Assistant's approval of invoices up to \$1,000.00. It was suggested for the purpose of clarification/confirmation that the Board make annual resolutions authorizing routine expenditures of this sort.

D. **Advisory Committee – Agnes Glass & Aleen Phillips** –

The Advisory Committee had a meeting on August 19, 2009. Questions/concerns were raised regarding the upcoming Painting Project – That in the past painting performance was very poor.

Bees in Building #14 – Dave Emerick of Pest Control stated that he had checked the building.

The Advisory Committee will meet in October.

- E. Landscape Committee – Sharon Moores – Mr. Moores stated that “Sally’s Park” is in a state of deterioration.
 - F. Social Committee – Sharon Moores – Mr. Moores stated the Committee is waiting on E&R to provide forms necessary for all social events regarding the use of alcohol and the signing of waivers.
8. Unit Status Report – The report is attached to the agenda package and discussed at 7. A. Secretary’s Report.
9. Reports – LWCC Advisory Committees – Jackie Rabinow – Mrs. Rabinow provided copies of the format she has created to present the reports of the LWCC BOD/Executive Committee and Advisory Committees.

Written reports are being requested from all committee chairs. However, all action items will be discussed and responded to by the Board if necessary.

10. Unfinished Business –

- A. Right of First Refusal Cover Letter – Bambach – Copies of Mr. Bambach’s Right of First Refusal Cover Letter were provided to the Board and it was requested that all suggestions/approval be submitted to the Mutual Assistant.
- B. Short Term Tenancy – Unit #14-2A – Herral

The Board was in agreement that the tenancy of William Herral be extended through the month of August as requested in the communication received from Mr. Herral through Marta Steliac, PR of Unit #14-2A. The Mutual Assistant will contact Mrs. Steliac.

11. New Business –

- A. Proposed Mutual Budget – Attached to the agenda package was a letter emailed from Mr. Bambach to the Board regarding the proposed Mutual budget for 2010. He stated that the changes were made to the original budget, and the changes were discussed with Dawn Gaynor, Accounting Supervisor and Lamont Miller, Mutual Accountant. An in depth review and discussion of the budget ensued.

All questions and comments were responded to by Mr. Bambach.

After discussion,

Upon motion made by Richard Bambach and seconded, the Board agreed,

The Board of Directors of Mutual 14 hereby assigns the \$26,253 designated for painting balcony/walks and for painting wood trim currently in the Replacement Reserve of Mutual 14 to create a Maintenance Reserve for Mutual 14. Money in this reserve is to be used for major painting and other larger scale maintenance projects not easily covered by our routine annual maintenance budget.

Resolution #25, 8/20/09

Upon motion made by Richard Bambach and seconded, the Board agreed,

The Board of Directors of Mutual 14 assigns \$25,000 from accumulated surplus in the Operating Account to the Maintenance Reserve.

Resolution #26, 8/20/09

Upon motion made by Jackie Rabinow and seconded, the Board agreed,

That the Budget & Finance Committee approves the 2010 Proposed Budget inclusive of the Maintenance Reserve.

Resolution #27, 8/20/09

- B. Reserve Study – Copies of the Reserve Study were provided to the Board and after discussion, it was agreed that an update of the study is necessary.
- C. Advisory Committee Nominations – Mr. Bambach has asked that the Building Representatives submit nominations from the Mutual to the LWCC Advisory Committees. Jackie Rabinow has agreed to be on the E&R Advisory Committee and Jim Moores on the Restaurant Advisory Committee for the year 2010.

- 12. Grapevine– Review of Items – Mrs. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.
- 13. Comments by Visitors – There were no comments at this time
- 14. Next Meeting – September 17, 2009 – 1:30 P.M. – Sullivan Room.
- 15. Adjournment – There being no further business, the meeting adjourned at 4:45 P.M.

Richard Bambach, President

Agnes Glass, Secretary