

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

Thursday, January 21, 2010

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, January 21, 2010 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Paulina Garner, Treasurer; James Moores, Jacqueline Rabinow, Ralph Romano, Directors

For Management: Mark Ellis, Deputy General Manager; Gloria Robar, Mutual Assistant

Visitor: William Buck, Patrick Leanza, Kathy Viney, M 14

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Patrick Leanza and Kathy Viney to the meeting.
3. **General Manager’s Report** – Mark Ellis, Deputy General Manager presented the General Manager’s Report for January 2010. All questions and comments were responded to by Mr. Ellis
4. **Adoption of Agenda** – The agenda was approved as amended. Discuss 10. A after Item 6. Add...9. Unfinished Business – D. Street Lights. Add...10 New Business – C. Sub Metering.
5. **Approval of Minutes** – The minutes of December 17, 2009 were approved as amended. Item 12. Change - Visitor Comment to Open Forum. Emailing of Minutes to BOD – Mark minutes accordingly with “draft” (BOD editing) & “final” (Pres/Sec approval).
6. **President’s Comments** – Mr. Bambach’s comments included:
 - Letter to Carolyn Rice – re: Items Outside of Unit – Mr. Bambach has visited the unit, and a letter to the unit owner is pending.
 - Building #14 Elevator – The elevator has been repaired.

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

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

- **Status Report (Attached) – Reviewed by Mrs. Glass.**
- **7 units on active listing.**
- **Tenants @ #11-1C (Riggins) requested installation of handicap ramp. An ABM needs to be submitted.**
- **2 visits are pending – Raymond & Kay Bennett (#9B) and Benjamin & Judith Meyers & Mary Ann Lowy (#16-1B).**
- **Unit #5A – (15123 Vantage Hill Road)- Mast – Discussed issue of child residing in unit and pets (2 dogs) unleashed/no cleaning of mess.**

B. **Treasurer – Paulina Garner** – Mrs. Garner stated that there are no investments coming due until April and Lamont Miller, Mutual Accountant is checking the interest rates of ING.

The following invoices were presented for approval of payment:

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

To approve the payment of \$2,373.00 to Dynalectric, Invoice #: T&M36323 Invoice Date: 12/24/09 – For Annual Testing of the Fire Alarm System in all (8) Apartment Buildings.

Resolution #51, 1/21/10

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

To approve the payment of \$3,300.00 to Palmer Brothers Painting & General Contracting, Inc. – Invoice #: 73644 – Invoice Date: 10/26/09 – Payment for retention on Painting Proposal #27376.

Resolution #52, 1/21/10

Bankruptcy Case – Unit #16-2B (Sachs) – It was stated that a future consideration may have to be made to declare this case a bad debt. Management will be contacted on how to legally proceed with this issue.

C. **Property Maintenance Committee – Lozupone** – Mr. Lozupone’s report included the following:

- **Dryer Vent Cleaning** – An email sent by Irving Flyer stated that lint collected where the dryer picks up the lint – should be

included in the Dryer Vent Cleaning project. Cleaning of the lint drop is the responsibility of the unit owner.

- **Front Door at #10-2G** – Door and door jamb was damaged by the Fire Rescue Unit during an emergency call by the tenant and currently the unit is vacant. The cost of the new door is \$2,200.00. The owner will be informed that the door will be replaced and is responsible for all costs.

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

To approve the replacement of the front door (\$2,200.00) and door jamb at 15101 Glade Drive, #10-2G (Martin). All expenses related to the replacement of the front door will be the responsibility of the unit owner.

Resolution #53, 1/21/10

- **Prioritized Projects – 2010** – Mr. Lozupone discussed the Property Maintenance Committee’s prioritized projects for 2010 (Priority List is in the PMC Minutes of 1/7/10) and is attached to the agenda.
- Mr. Lozupone has requested that John LaClere obtain an estimate for painting of the exteriors of the enclosed balconies.
- **February Property Maintenance Committee Meeting** – The February meeting will be held in the Annapolis Room in Clubhouse I. The Auditors will be using the Sullivan Room.

- D. **Advisory Committee – Agnes Glass** – The Advisory Committee will meet on Wednesday, February 17, 2010.
 - E. **Landscape Committee – Sharon Moores** – There was no report at this time.
 - F. **Social Committee – Sharon Moores** – There was no report at this time.
8. **LWCC Reports** –
- A. **LWCC BOD/Executive Committee** – Jackie Rabinow is no longer a member of the Executive Committee.
 - B. **LWCC Advisory Committees** – It was suggested that the Mutual representatives to the Advisory Committees submit reports to the BOD.
Mr. Bambach will submit a letter to the LWCC Chair requesting that

Jackie Rabinow replace James Moores as Mutual 14's representative to the Emergency Preparedness Advisory Committee.

9. **Unfinished Business** –

- A. **Lease Requirement Letter** – Lease letter is pending.
- B. **Letter to Carolyn Rice – Items in Front of Unit** – Subject was discussed at Item 6.
- C. **Right of First Refusal Ballot – 2nd Letter** – Responses to the second letter have been favorable and it is anticipated that the necessary quorum will be met.

10. **New Business** –

- A. **PPD Discussion – Mark Ellis** – Subject discussed after Item 6 of agenda. Mr. Ellis responded to questions and comments after presentation of the report. Some of the highlighted items were:
 - How charges for services are determined and its comparability to the “outside”. It was stated that charges are comparable to the outside, however, any question or concern regarding charges should be directed to Bill Carr, Director of PPD.
 - RFPs (Request for Proposal) are sent to at least 3 contractors, bids are opened by both Mutual and Management representatives.
 - **Snow Removal Issue** – Management is currently formulating an improved snow removal plan and establishing a remote control of communication for Management for the winter.
 - Sub-Metering is being considered for Leisure World. It is felt that the electricity savings would be a major incentive for the Community to further pursue this subject. The Energy Committee will be soliciting responses from the Master Meter Mutuels.
- B. **Nominating Committee** – Mr. Harold Crisp, along with Stephanie Sidella and Joe Fones, has agreed to serve on the Nominating Committee. Mr. Crisp will serve as Chair of the Committee.
- C. **Sub-Metering** – Subject was discussed at 10. A. It was agreed that the subject be tabled to the February meeting.

11. **Grapevine** – Mr. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.

12. **Open Forum** – Patrick Leanza: (1) Salary of PPD Employee – Salary is based on charging for 80% of time – 20% of salary paid by Mutual (condo fee).
13. **Next Meeting** – February 18, 2010 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 4:10 P.M.

Richard Bambach, President

Agnes Glass, Secretary