

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

Thursday, February 18, 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, February 18, 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: Tim Coursen, Assistant General Manager; Gloria Robar, Mutual Assistant

Visitor: William Buck

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed William Buck to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for February 2010. All questions and comments were responded to by Mr. Coursen.**
- 4. Adoption of Agenda – The agenda was approved as amended. Move 9. A (3) Mast-Child/Dogs and 10. B Snow Care Plans to follow Item 6...President’s Comments.**
- 5. Approval of Minutes – The minutes of January 21, 2010 were approved as presented.**
- 6. President’s Comments – Mr. Bambach’s comments included:**
 - Snow Issues – The responses to the snow removal was positive considering the magnitude of the snow storms occurring within a week of each other.**
 - Carolyn Rice Letter – Mr. Bambach’s letter has been mailed to Mrs. Rice.**
 - Lease Requirement Letter – The lease letter is pending.**

- **Mast Issues** – Mr. Bambach contacted and visited Jeanne and David Mast and discussed the issue of the dogs not being on leashes and the residency of a child at 15123 Vantage Hill Road, #5-A. The issues are in violation of the rules of Mutual 14 and Montgomery County. The issue of the dogs has been resolved.

7. **Mast issue.**

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

To call for an Executive Session to discuss the issue of a minor child residing at 15123 Vantage Hill Road, #5-A (Jeanne & David Mast) unit owners.

Resolution #54, 2/18/10

After returning to open session:

David Mast was interviewed by the Board and the following was noted:

- (a). Granddaughter Lillian is three years old
- (b). A caretaker is employed by the Masts.
- (c). Mr. Mast has been a resident of LW since August 2009.

The Board requested that Mr. Mast submit a formal request to grant an exception to the rule limiting a visit by an individual under the age of 18 due to the Board by February 25, 2010.

Resolved: The Board of Directors of Mutual 14 grants an exception to our rule limiting a visit by someone under the age of 18 to no more than thirty days in one year to Mrs. Jeanne Mast and Mr. David Mast. Under this exception Lillian will be permitted to live with her grandfather and her great-grandmother at Unit #5-A of Mutual 14 (15123 Vantage Hill Road) until adequate and secure housing and care can be given the child at a location outside of Mutual 14 or until August 31, 2010. It is expected that Mr. Mast will find such adequate housing for his granddaughter as soon as is practical.

The Board agreed to table the resolution to the next meeting pending receipt of Mr. Mast's request.

8. **Snow care.**

Although some discussion was held at this point the main points are listed at item 10. B. in these minutes.

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

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

- (1) Unit Status Report (attached) was reviewed by Mrs. Glass.
- (2) There are 7 units on sale.

- (3) There are currently 17 vacancies in the Mutual.
- (4) Visit completed – Raymond & Kaye Bennett @ 15149 Vantage Hill Road, #8-A.

B. Treasurer – Paulina Garner – Mrs. Garner stated that the next CD will be due in April. Also, the current rate of interest for one year is at 1.60%.

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

To approve the payment of \$2,900.00 to LWMC for the cleaning of the dryer vents of 42 units.

Resolution #55, 2/18/10

The invoice submitted for the payment of the inspection of all fire extinguishers was questioned. The Mutual Assistant will check to see if fire extinguishers are still required for all apartment buildings.

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

- Mr. Lozupone will obtain an estimate from John LaClere for the painting of all enclosed balconies and it is hoped that the painting of the balconies will coincide with the project of painting the next 2 buildings.
- Yellow Striping – It was agreed at the last PMC meeting that a recommendation be made to the Board of Directors that the edges of the stairs in the stairwells of Buildings #10, #12, #14, #15, #16 & #17 be painted yellow instead of applying yellow tapes.

Upon motion duly made by Agnes Glass and seconded, the Board agreed,

That the edges of the stairs in stairwells be painted yellow instead of the application of yellow tapes when the next two buildings are scheduled for painting.

Resolution #56, 2/18/10

It was agreed to table the motion pending the receipt of the cost of the project.

- Dryer Vent Cleaning – Mr. Lozupone stated that the vent cleaning includes the cleaning of the dryer drums.
- Carpet Maintenance Report – A report by Barbara Martin & Gerry Windham was submitted to the Property Maintenance Committee. It was stated that some first floor carpeting may have to be replaced.
- Fire Alarm Test Deficiencies – Mr. Lozupone reported on the results of the recent fire alarm test conducted by Dynalectric. It was noted

that the fire alarm and the elevator systems are not integrated and a proposal is forthcoming from Dynalectric. 12 pull stations and 4 7-amp batteries will be installed to correct the deficiencies of the fire alarm testing.

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

To approve the payment of \$2,242.00 to Dynalectric for the installation of (12) manual pull stations and (4) 7-amp batteries to correct the deficiencies cited in the recent fire alarm testing.

Resolution #57, 2/18/10

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

(1) Bernice Taylor – Building #16 Representative –

Upon motion duly made by Agnes Glass and seconded, the Board agreed,

That the Board approves the appointment of Bernice Taylor as Building #16 Representative.

Resolution #58, 2/18/10

- (2) Snow Issues – Water leaks – may be an insurance claim.
- (3) Salt/Snow Chemicals – Available in the past.
- (4) The Bldg. reps were told to call Grounds Department @ 1314 for snow issues.
- (5) Barking Dog - #11-2C – A letter will be sent to the owner.
- (6) Harold Crisp – Nominating Committee Chair attended the meeting and asked for prospective nominees.
- (7) Next meeting will be in April 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.

10. LWCC Reports –

A. LWCC BOD/Executive Committee – Subject discussed at 3. General Manager’s Report.

B. LWCC Advisory Committees – There were no reports at this time.

11. Unfinished Business –

A. Letters –

- (1) Lease Requirement Letter – Use of a Montgomery County Internet link will be used to compile a list of owners that rent and to insure that registration licenses are on file.
- (2) Carolyn Rice – Subject discussed at 6. President’s Comments.
- (3) Mast – Child/Dogs – Subject discussed at 7. Mast issue and the Executive Session.

B. Sub-metering – Mr. Bambach provided a brief explanation of the sub metering system. Installation of meter - \$500.00 and will be electronically read or monitored. It is suggested that the condo fee will be reduced. A straw vote was taken by Mr. Bambach.
1 Nay, 2 Ayes & 4 Abstained

12. New Business –

A. Audit Review – The Mutual 14 Audit Report will be due in April. Presentation of the Audit Report by Deleon & Stang will cost \$250.00. Dawn Gaynor, Accounting Supervisor, is available to review the report. Ms. Gaynor will not be presenting the report, but will review the report and answer questions.

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

To have Ms. Dawn Gaynor, LW Accounting Supervisor, review the 2010 Mutual 14 Audit Report at the April 15 Mutual Board meeting.
Resolution #59, 2/18/10

B. Snow Care Plans – The responses to the snow removal have been positive. Some of the following items were noted:

- (1) Removal of the snow from the carports was improved from the last snow storm. Snow was not allowed to back up against the cars.
- (2) It was noted that the sidewalks were cleared off before the walkways.
- (3) Consideration should be given to the hiring of snow shovelers after the snow removal agreement has been met.
- (4) It was suggested that the Mutual designate areas for snow lots.
- (5) It was suggested that Mutual 14 develop an emergency snow plan.
- (6) Management stated the Snow Plan (in phases) could be found

on the LW website.

11. **Grapevine** – Mr. Rabinow reviewed the items that will be included in the upcoming issue of the Grapevine.
12. **Open Forum** – There were no items from the Floor.
13. **Next Meeting** – March 18, 2010 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 4:55 P.M.

Richard Bambach, President

Agnes Glass, Secretary