

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

**Thursday, September 16, 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, September 16, 2010 at 1:30 P.M.**

**Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Ralph Romano, Treasurer; Helen Bass; James Moores, Directors**

**For Management: Tim Coursen, Asst. General Manager; Gloria Robar, Mutual Assistant**

**Visitors: Herb Fine, Geneva Foster, Muriel Killerlain, Beth Leanza, John Radcliffe**

- 1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.**
- 2. Welcome Visitors – Mr. Bambach welcomed Herb Fine, Geneva Foster, Muriel Killerlain, Beth Leanza and John Radcliffe to the meeting.**
- 3. General Manager’s Report – Tim Coursen, Asst. General Manager presented the General Manager’s Report for September 2010. All questions and comments were responded to by Mr. Coursen**
- 4. Adoption of Agenda – The agenda was approved as presented.**
- 5. Approval of Minutes – The minutes of August 19, 2010 were approved as presented.**
- 6. President’s Comments – Mr. Bambach’s comments included the following:
  - A. Foreclosure Seminar – Mr. Bambach attended the recent seminar and considered it very informational. It was stated that legal assistance should be obtained to file a lien against residents that are overdue in the payment of the condo fees. The lien would include the acceleration of fees to the end of the year, all legal fees for the filing and the release of lien. Mr. Bambach stated that in the future the Mutual will take legal action on accounts that are two months overdue.****

**B. 2011 Budget** – The 2011 budget has been finalized and mailed to all Mutual 14 unit owners for review and comments. The Board of Directors will consider all comments and the budget at its October 21, 2010 meeting.

**C. Mutual Exterior Inspection** – A mutual exterior inspection was recently conducted by Mr. John LaClere. After a review of the report by Mr. LaClere at the October Property Maintenance Committee meeting, the Committee will present its recommendations to the Board of Directors.

**7. Reports – Mutual Officers’/Committee Chairs**

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

- (1) The Unit Status Report (attached) was reviewed by Mrs. Glass.
- (2) There are 12 units on the active listing.
- (3) Move Ins – Incidents of residents moving in without the knowledge of the Board and the Mutual Assistant’s office continue to be a problem. Management will raise the issue on the procedure of entry into the Community by unauthorized individuals and contractors/vendors. It was also suggested that potential landlords be requested to notify the Mutual of its intent to rent and provide the required documents.

**B. Treasurer’s Report – Ralph Romano** – Mr. Romano’s report included the following:

- (1) A/R Status Report – The September A/R Status Report was not available at this time.
- (2) The Mutual’s financial status continues to remain in a positive posture.
- (3) The list of invoices for August 20, 2010 through September 15, 2010 were reviewed, discussed and placed on file.

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

- (1) A subcommittee consisting of Frank Lozupone, Herb Fine and Irving Flyer will review the Schindler Elevator contract. Ronnie Holmes, Schindler on-site technician, stated that the standing A/C filters in the elevator rooms are in need of cleaning and that the walls of three pits need to be painted. Mr. Lozupone has directed John LaClere to have the filters cleaned.
- (2) John LaClere will be asked to attend the October meeting to review the Exterior Mutual Inspection.
- (3) Trashroom Doors – Mr. Lozupone has requested that John LaClere obtain two more RFPs for the replacement of the trashroom doors of the apartment buildings.

- D. **Advisory Committee – Glass** – The Advisory Committee will meet on Wednesday, October 20, 2010 at 10:00 A.M. in Clubhouse I.
  - E. **Landscape Committee – Moores** – Mr. Moores’ report included the following:
    - (1) There are two buildings (#14 & #17) that the shrubbery, plantings and grassy spots have been damaged by dogs being allowed to use the area as playground and toilet facilities.
    - (2) Tree at parking lot at Glade Drive – Need to remove a tree that hangs over the parking lot at Glade Drive and in danger of falling during a snowstorm. Subject will be discussed at the October meeting.
  - F. **Social Committee – Moores** – The Potluck Dinner will be held on Tuesday, September 28, 2010.
8. **LWCC Reports** –
- A. **LWCC BOD** – There was no report at this time.
  - B. **LWCC Advisory Committees** –
    - (1) **L & T Advisory Committee – Fine** – The L&T Advisory Committee has proposed to amend its charter and to rename the committee – Government Affairs Committee. The new charter will reflect the Committee’s purpose to provide information on all aspects of government that affects Leisure World.
    - (2) **ER Advisory Committee – Rabinow** – At a special Editorial Committee meeting – It was suggested that since the LW News is paid for by the residents, that input from the residents should be allowed. However, LW News is a newsletter, not a newspaper and the meeting itself was not conducted according to established parliamentary procedures. Therefore all actions taken at said meeting was null and void.
    - (3) **Community Planning Committee – Rabinow** – Administration Building Renovation – There were discussions on the post office, consideration of an upward expansion of the building; however that would involve stairs, handicap issues, etc.; and the outward expansion of the building toward the Cascades and the vestibules. No major decisions have been made.  
The windows on the atrium at Clubhouse I will be replaced with energy efficient windows.
    - (4) **PPD Advisory Committee – Rabinow** – An operational review is being conducted in four different areas of PPD and is expected to be completed at the end of the year.

(5) S&T Advisory Committee – Rabinow – Installation of a crosswalk at Creekside is a major issue and revision of the bus schedule is being considered.

9. Unfinished Business –

A. Membership – Advisory Committees – Bambach – Listed below are Mutual 14’s representatives to the LWCC Advisory Committees for 2011:

Virginia DeMatteo	Budget & Finance Committee
Frank Lozupone	Community Planning Committee
Jacqueline Rabinow	Emergency Preparedness Committee
Ann Graham	Golf & Greens Committee
Evelyn Perlmutter	Health Committee
Carol Emel	Landscape Committee
Herbert Fine	Legislation & Taxation Committee
Harold Crisp	Physical Properties Committee
James Moores	Restaurant Committee
Geraldine Windham	Security & Transportation Committee

B. Sachs Update – Copies of the email from Dimitri Apostolopoulos, Weichert Realty Agent, providing an update on the Sachs Unit was provided to the Board.

C. Rice Update – Bambach – In spite of being contacted by letter, telephone calls and visits, Mrs. Rice continues to ignore all requests to stop leaving materials in storage outside the entrance to her apartment which is a common element of the Mutual. It was noted as recently as today, there was a shopping bag with boxes outside of the unit. Another attempt will be made by Mr. Bambach to have Mrs. Rice remove the materials from the entrance, failing to obtain her cooperation, Social Services will be contacted for assistance to resolve the problem.

D. Mast Update – Note: Granddaughter and great granddaughter appear to be living in the unit; vehicle with expired tags is still on the property. Mutual Assistant’s telephone conversation on 9/15/10 with Mrs. Mast: Great granddaughter is living with mother in Virginia, David Mast away for the weekend and she was not aware that the Mutual had issues with her.

10. New Business – There were no items of New Business at this time.

11. Grapevine – Mrs. Rabinow reviewed the items that will be included in the next issue of the Grapevine.

12. **Open Forum** – (1) Request from LW News – Pick up and delivery of the LW News for Mutual 14– Mr. Moores offered to pick up and deliver the LW News to the apartment buildings. (2) Herb Fine – Suggest that Sharon Moores be allowed to proceed with the removal of Glade Drive parking lot tree. (3) Geneva Foster – Re: Carolyn Rice issue – Should the Fire Marshall be involved? Mr. Coursen will contact Social Services.
13. **Next Meeting** – October 21, 2010 – 1:30 P.M. – Sullivan Room
14. **Adjournment** – There being no further business, the meeting adjourned at 3:25 PM.

---

Frank Lozupone, Vice President

---

Agnes Glass, Secretary