

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, November 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, November 18, 2010 at 1:30 P.M.

Directors Present: Richard Bambach, President; Frank Lozupone, Vice President; Agnes Glass, Secretary; Ralph Romano, Treasurer; Helen Bass, Jackie Rabinow, Director

Directors: Absent: James Moores (Excused Absence)

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

Visitors: Beth Leanza, Ken Schroeder

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed Beth Leanza and Ken Schroeder to the meeting.
3. **General Manager’s Report** – Tim Coursen, Assistant General Manager presented the General Manager’s Report for November 2010. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as amended. Add...#8. Grapevine.
5. **Approval of Minutes** – The minutes of October 21, 2010 were approved as corrected...Resolution #34-#43.
6. **President’s Comments** – There were no comments at this time.
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 and changes to the report were noted.
- (2) There are 14 units on the active listing.
- (3) #12-1F (McCarthy Unit) – Move in of new resident and no settlement papers. Management will research the issue further.
- (4) Entry of unauthorized vehicles – Protocol is for the Main Gate to call the Mutual Assistant’s office for verification.
- (5) Death – Raymond Messick - #15- 2B
- (6) There were no visits this month.

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

- (1) A/R Status Report – The November status report was not available at this time.
- (2) The list of invoices for October 22, 2010 through November 18, 2010 were reviewed and invoices requiring further clarification and invoices that are the responsibility of the unit owners were forwarded to PPD. The amended list of invoices has been placed on file.
- (3) Upon motion duly made by Ralph Romano and seconded, the Board agreed,

To approve the payment of the Insurance Claim in the amount \$1,268.40 to A&A Water/Fire Damage Restoration, R. B. Kessinger Contracting and LWMC for water damage clean up and repairs to Units #12-3A (Moran) and #12-2A (Graham) due to a leak in the water filter under the kitchen cabinet in Unit #12-3A. The full amount of \$1,268.40 is to be assessed to unit owner Joseph Moran – #12-3A. Date of occurrence: 6/5/10.

Resolution #44, 11/18/10

Upon motion duly made by Ralph Romano and seconded, the Board agreed,

To approve the payment of the Insurance Claim in the amount of \$1,278.56 to A&A Water/Fire Damage Restoration and LWMC for water damage clean up and repairs to Units #12-2F (Ungar) and #12-1F (McCarthy) due to the overflowing of the hallway bathroom. The full amount of \$1,278.56 is to be assessed to the tenant Gerald Ungar - #12-2F. Date of occurrence: 9/19/10.

Resolution #45, 11/18/10

Upon motion duly made by Ralph Romano and seconded, the Board agreed,

To approve the payment in the amount of \$6,580.00 to Palmer Brothers Painting and General Contracting – Invoice #: 74855 Invoice Date: 7/15/10 – Project: Exterior painting of balcony siding – per proposal #28693 – 38 rear balconies on Bldgs. #10, #11, #12 & #13. Also, painting of the stairwell treads yellow of Bldgs. #10, #11, #12 & #13 – per proposal #28778.

Resolution #46, 11/18/10

C. Property Maintenance Committee – Lozupone – Mr. Lozupone presented the following ABMs for review and approval:

- (1) **ABM – Bill Buck** – Installation of white vinyl privacy fence between the house and garage @ 5 Vantage Hill Court, #3A.
- (2) **ABM – Elizabeth Brooks-Evans** – Screen balcony contingent upon meeting the requirements of PPD that the existing rail is not moved and that the enclosure must be 4” back from the center post @ 15100 Glade Drive, #11-3D.
- (3) **ABM – Patrick & Elizabeth Leanza** – Installation of three windows @ 15111 Glade Drive, #12-1B. Resident is to leave U factor stickers on windows until the Energy Committee has established a new E-rating.
- (4) **ABM – Patrick & Elizabeth Leanza** – Enclose lower storage area with four doors in Carport #9 @ 15111 Glade Drive, #12-1B.
- (5) **ABM – Charles & Anne Marie Martinez** – Installation of four sliding replacement windows in living room, bedroom and kitchen – and one sliding glass door @ 3510 Forest Edge Drive, #16-1D. Contractor responsible for any paint touch up. Resident to leave U factor sticker on windows until new E-rating has been established by the Energy Committee.

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

To collectively approve the abovementioned ABMs submitted by Bill Buck, Elizabeth Brooks-Evans, Patrick & Elizabeth Leanza and Charles & Anne Marie Martinez and reviewed by Frank Lozupone.

Resolution #47, 11/18/10

- (6) **Dynalectric Electrical Preventative Maintenance** – John LaClere is still working with Pepco regarding the scheduling of the project.

- D. Advisory Committee – Glass – Mrs. Glass stated that the Advisory Committee will meet on December 15, 2010.
- E. Landscape Committee – Moores – A short report from the Landscape Committee will be published in the Grapevine. Next meeting will be held in February 2011.
- F. Social Committee – Moores – A short report from the Social committee will be published in the Grapevine. The annual holiday party – “Vegas Night”.
8. Grapevine – Beth Leanza – The next edition of the Grapevine is ready for printing.
9. LWCC Reports – Mr. Bambach will be presenting the LWCC reports, effective January 2011.
- A. LWCC Advisory Committees –
- (1) E & R Advisory Committee – Jackie Rabinow – The Oasis Program – provides lectures and educational programs for LW residents. Arrangements have been made to allow non-residents into LW to attend the programs.
- (2) Beth Leanza has volunteered to represent Mutual 14 on the E & R Advisory Committee for 2011.
10. Unfinished Business –
- A. Mutual 14 Directory/Roster – (attachment #1) – Beth Leanza will be added to the roster. The updated roster will be attached to the January 2011 Grapevine.
- B. Audit Contract – Retroactive Action –
 Upon motion duly made by Richard Bambach and seconded, the Board agreed,
 To retroactively approve the participation of Mutual 14 with Leisure World Audit Committee’s recommendation to use DeLeon & Stang for the 2010 audit. Resolution #42, 10/21/10.
 To retroactively approve the participation of Mutual 14 with the Leisure World Audit Committee’s recommended choice of an audit firm for a three year period beginning January 1, 2011. Resolution #43, 10/21/10.
Resolution #48, 11/18/10
- C. Herb Fine – Draft Letters to Graham & Ungar (attachment #2 & #3)
 After discussion,

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

That Mr. Bambach send letters to Anne Graham (#12-2A) and to Gerald Ungar (#12-2F) regarding the clean up of oil stains in their respective carports.

Resolution #49, 11/18/10

D. Carolyn Rice – Mr. Bambach stated that currently there are no items stored in the hallway. Several calls were made by the Mutual Assistant to Ms. Rice and proved unsuccessful. The Mutual Assistant will contact Myrna Cooperstein, Social Services for assistance to resolve the situation.

E. Jeanne Mast – Phone calls to Mrs. Mast by the Mutual Assistant resulted in the following: (1) There is a live-in caretaker – Maria. (2) David Mast lives in Fairfax, VA. (3) The great granddaughter lives in Ashburn. (4) The dog belongs to Mr. Mast and will be removed from the unit. (5) Mrs. Mast is not moving to Bedford Court.

11. New Business –

A. Landscape Letter – John Radcliffe – Mr. Bambach discussed a letter sent by John Radcliffe (#5-B) regarding a letter he (Mr. Radcliffe) received from the Landscape Committee and Mr. Bambach also discussed his response to Mr. Radcliffe.

B. Barking Dog – Realtor’s Concern - #13-2D – The Mutual Assistant was contacted by a realtor showing vacant Unit #13-2E and the concern that the barking dog next door may impact negatively on the sale of the unit. The Mutual Assistant will contact the realtor.

C. Appointment Sub Committee – History of Residents/Develop New Background information sheet. It was agreed that the LW resident profile sheets and the Mutual’s profile sheets require updating. It was also agreed that Mr. Bambach develops a cover letter to go with the mailing of profile sheets,

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

That the LW resident profile sheet and the Mutual’s profile sheet with a cover sheet developed by Mr. Bambach be mailed to all unit owners after the holidays.

Resolution #50, 11/18/10

D. Revision of Bylaws – Mutual 20A – The Mutual Assistant contacted the president of Mutual 20A and was told that the mutual is still in the process of revising its bylaws. It was suggested that the Board continue this discussion at the next meeting

- E. M&O Agreement – (attachment) – The subject was postponed to the December meeting.
12. Open Forum – Items from the Floor. Martinez: (1) Thanked the Board for its quick action on the Martinez ABMs.
13. Next Meeting – December 16, 2010 – 1:30 P.M. – Sullivan Room
14. Adjournment – There being no further business, the meeting adjourned at 3:20 PM.

Richard Bambach, President

Agnes Glass, Secretary