

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, June 21, 2012**

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, June 21, 2012 at 1:30 P.M.

**Directors Present:** Richard Bambach, President; Jacqueline Rabinow, Vice President; Agnes Glass, Secretary; Ann Graham, Treasurer; James Moores, Linda O’Neil, John Radcliffe, Directors

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

**Visitors:** William Buck, Margaret Cross, Carol Emel, Beth Leanza, Dorothy Powers

1. Call to Order – Mr. Bambach called the meeting to order at 1:30 P.M.
2. Welcome Visitors – Mr. Bambach welcomed William Buck, Margaret Cross, Carol Emel, Beth Leanza and Dorothy Powers to the meeting.
3. General Manager’s Report – Tim Coursen, Assistant General Manager presented the General Manager’s Report for June 2012. All questions and comments were responded to by Mr. Coursen.
4. Adoption of Agenda – The agenda was approved as amended. Add...  
Unfinished Business – G. Drainage. H. E-Rating Adjustment.  
G. Update – Unit #17-3E.
5. Approval of Minutes – The minutes of May 18, 2012, were approved as presented.
6. President’s Comments – There were no comments at this time.
7. Reports: Officers’/Committee Chairs –
  - A. Secretary’s Report – Agnes Glass –

(1) Unit Status Report – (Glass) – (attachment 1) – The report was reviewed by Mrs. Glass. Currently there are 9 units on the active listing.

(2) The recent death of Doris Messick was noted. Mrs. Messick resided @ 3500 Forest Edge Drive, #15-2B.

B. Treasurer’s Report – Ann Graham – Copies of the Treasurer’s Report were provided to the Board and reviewed by Ms. Graham.

(1) AR Status Report – The report was reviewed and noted were:

(a) Account #14048 (Engle), (b) Account #14104 (Lowe) and (c) Account #14115 (Swanson) – legal actions to be initiated immediately.

(2) Invoices –

Upon motion duly made by Ann Graham, the Board agreed,

to approve the payment of the list of invoices (under \$1,000) in the amount of \$3,741.99.

Resolution #25, 6/21/12

Upon motion duly made by Ann Graham, the Board agreed,

to approve the reimbursement of \$172.98 to Linda O’Neil for expenses paid for the purchase of art work to be installed in the lobby of Building #13.

Resolution #26, 6/21/12

Upon motion duly made by Ann Graham, the Board agreed,

to approve the payment of \$2,695.00 which represents the 10% retention withheld from Invoice #77849 for work on Building #16 to Palmer Brothers Painting & General Contracting, Inc – Invoice #: 77975 – Invoice Date: 5/31/12.

Resolution #27, 6/21/12

Upon motion duly made by John Radcliffe, the Board agreed,

to approve the payment of \$10,682.00 to LWMC for the cleaning of the dryer vents in Mutual 14. Work Order #: 354936 – Work completed: 5/23/12.

Resolution #28, 6/21/12

Upon motion duly made by Jacqueline Rabinow, the Board agreed,

to approve the payment of \$46,037.00 to H&H Concrete Construction, Inc. – Invoice #: HH201242 – Invoice Date: 5/22/12 – For concrete work @ Bldg. #13 – Installation of new concrete under steps @ Bldg. 11 – Remove/replace concrete

**sidewalk @ 4 Vantage Hill Court – Remove/replace concrete sidewalk @ 10 Vantage Hill Court – Repair railing @ driveway @ 14 Vantage Hill Court.  
Resolution #29, 6/21/12**

**Upon motion duly made by Jacqueline Rabinow, the Board agreed,**

**to approve the reimbursement of \$175.71 to Patrick Leanza for the purchase of eight (8) motion sensors to be installed in the trashrooms of Buildings #10, #11, #12, #13, #14, #15, #16 and #17.**

**Resolution #30, 6/21/12**

**C. Property Maintenance Report – William Buck – Mr. Buck’s report included:**

- **Frank Lozupone – Knee replacement surgery on June 18, 2012.**
- **Replacement for John LaClere – Ronnie Cabrera will begin to work on July 2, 2012.**
- **Mutual 14 PMC Meeting: (1) A/C unit replacements are available on the market that is compatible to the existing units in the apartment buildings. (2) William Hahn and Vincent McGugan of Mutual 15 were invited to attend the meeting because of shared common concerns regarding the performance of the Stansbury Cleaning Services. (3) James O’Neil and Barbara Martin conducted a final walk through of the recently completed tiling project of the apartment buildings. (4) Creation of an Internal Energy Committee suggested by Ken Schroeder – to work with Pepco and the Energy Advisory Committee referencing energy and e-rating issues. The committee members are Ken Schroeder, Chair, James Straw and Donald Pruett. (5) The PMC welcomes new members Donald Emel (PH) and Donald Pruett (#16-2B). (6) ABM – Searway/Schust – Request to install storage shed with doors in carport. Approval is contingent upon the storage**

**shed and doors being painted to match as closely as possible to the other storage sheds within the same area.**

**Upon motion duly made by John Radcliffe, the Board agreed,**

**To approve the Searway/Schust ABM to install a storage shed with doors @ 15100 Glade Drive, #11-3A, Carport #11, contingent upon the shed and doors being painted to match as closely as possible to the colors of the other storage sheds within the same area.**

**Resolution #31, 6/21/12**

(7) The conclusion of the siding work currently in progress, will complete all planned major projects at this time.

- D. Advisory Committee – Agnes Glass – Mrs. Glass’ report included:  
(1) The Committee met on June 20, 2012. (2) Issues of concern:  
(a) Recycle bins. (b) Stansbury Services cleaning performance. (c) Realtors not locking doors or turning off lights in vacant units. John Radcliffe has access to the vacant units and has volunteered to go and turn off lights, A/C units, etc. It was suggested that the Building Reps call the Mutual Assistant, who in turn will e-mail John Radcliffe.
- E. Landscape Committee – Moores – A written report was submitted. Mr. Moores stated that the landscaping at Interlachen (around the transformer boxes) was poorly done. (Pictures were provided).

Upon motion duly made by Ann Graham, the Board agreed,

To defer the payment of the two listed McFall/Berry invoices, Invoice #:147967-Installation of Summer Annuals - \$729.00 and Invoice #:148333-Watering of new plantings - \$9.00, until the Landscape Committee is satisfied that the Interlachen plantings have been done properly.

Resolution #32, 6/21/12

- F. Social Committee – Moores – A written report was submitted.  
The June 5<sup>th</sup> picnic was a huge success – the weather was great and the food was great!

8. Grapevine – Beth Leanza reviewed items to be published in the next edition of the Grapevine.

9. LWCC Report –

A. LWCC Advisory Committees:

(1) Education/Recreation Committee – Leanza – (attachment 2)  
A written report was submitted by Mrs. Leanza.

(2) Emergency Preparedness Committee – Rabinow – The Committee is continuing to present the Mutual Readiness Program.

(3) Restaurant Committee – Moores – The Committee agreed to move the Stein Room to the Chesapeake Room and Cascade to the Stein Room.

(4) Safety/Transportation Committee – Moores – Progress.

Room

(5) Golf & Greens Committee – Graham – Drainage repair on the 3<sup>rd</sup> Hole will be placed on the LWCC BOD agenda.

10. Unfinished Business –

A. Deborah Nixon – re: Front Door – Mr. Bambach suggested that an in Mutual rule be established to handle situations as presented by the Deborah Nixon’s issue. When a front door is damaged during an emergency, the Mutual will consider paying for the repair and/or replacement of the door on a case by case basis.

Upon motion duly made by John Radcliffe, the Board agreed,

repair To establish an in-Mutual rule that when a front door is damaged during an emergency, the Mutual will consider paying for the and/or replacement of the door on a case by case basis.

\*Resolution #33, 6/21/12

Upon motion duly made by Jacqueline Rabinow, the Board agreed,

To approve the replacement of the front door of Deborah Nixon, #15-3G.

Resolution #34, 6/21/12

by a vote of 4 nays vs 3 ayes – the motion was defeated.

Upon motion duly made by John Radcliffe, the Board agreed,

To request that PPD evaluate the front door of Deborah Nixon, #15-3G and to inform Mutual 14 of the results of the evaluation.

Resolution #35, 6/21/12

B. Informal Meeting – Reserve Study – The Board will meet on Thursday, June 28, 2012 @ 1:30 P.M.

C. Frenkel Insurance Claim –A&A Work Sheet-(attachment 3)  
After discussion and review of the A&A work sheet,  
Upon motion duly made by Ann Graham, the Board agreed,

To approve the payment of the Joan Frenkel Insurance Claim – @ 15111 Glade Drive, #12-1E – due to the kitchen sink back up which occurred on 4/22/12 in the amount of \$1,142.65.

Resolution #36, 6/21/12

D. PMC Chair/BOD Member – Subject has been postponed to a later date.

- E. Pet Policy Rules – Radcliffe – No action taken at this time.
- F. Rental Restrictions – After discussion, John Radcliffe volunteered to draft a letter referencing rentals and ready for distribution to the Board at the July meeting.
- G. Drainage – Mr. Moores discussed the proposals referencing the removal of the standing water behind Building #3.

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

To approve the proposal submitted by H& H Concrete Company to install a drainage system to remove the standing water at a cost

of

\$6,200.

Resolution #38, 6/21/12

- H. E-Rating Adjustment – Emel – Request for an e-rating adjustment due to the siding and roofing project of 2011. Mr. Bambach stated that the information needed to prepare for the submission of a request for an e-rating adjustment will be brought to the July meeting.

- I. Update – Unit #17-3E – Mr. Coursen has contacted the APS and was informed that the case has been transferred from Ms. Bruskin-Gambrell to Cheryl Elder. Mr. Coursen has contacted Ms. Elder and information on the Rice will update the Mutual upon receipt of any case.

11. New Business –

- A. EcoBeco Home Energy Savings Luncheon – Ann Graham and Jackie Rabinow will attend the luncheon on June 27, 2012.
- B. “Rule of the Month” – Items on Catwalks – Reference items on catwalk in Building #15 – violation of Mutual 14 Rules. Mr. Bambach will write a letter to the involved resident.
- C. Formal Statement – Routine for use of Recycle Bins – After recycling discussion, it was agreed that the MA contact Brad Kline for directions and process for the disposing of paper materials. This subject Information will then be forwarded to Jackie Rabinow. has been postponed to a later date.

- D. Fidelity Bond Coverage – (attachment 4) – Tim Coursen provided an explanation of the coverage to the Board.

Upon motion duly made by Ann Graham, the Board agreed,

To approve the Fidelity Bond Coverage as stated in subject proposal @ an estimated premium cost of \$1,600 and policy term from 8/1/12 – 1/1/13.

Resolution #36, 6/21/12

- E. One Call Now – (attachment 5) – Subject postponed to the July meeting.
- F. Margaret Cross-#13-2F/Kevin Vincent-#13-3F – Margaret Cross-Complaints of noise from resident above. It was stated that a “Welcome Visit” is due to the resident in #13-3F and

Mr. Bambach

will be a part of the visiting team and an assessment will be made at that time.

- G. 4<sup>th</sup> of July Parade – It was agreed that Mutual 14 will not participate in the parade this year.
12. Open Forum – Discussion: (1) Powers-Concrete Flooring. (2) Senior Summit Seminar. (3) Ike Leggett/Fire Department Presentation.
13. Next Meeting – Thursday, July 21, 2102 – 1:30 P.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 4:13 P.M.

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Richard Bambach, President

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Agnes Glass, Secretary