

**REGULAR MEETING
BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 14
Thursday, August 16, 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, August 16, 2012 at 1:30 P.M.

Directors Present: Richard Bambach, President; Jacqueline Rabinow, Vice President; Ann Graham, Treasurer; James Moores, Linda O’Neil, Jacqueline Rabinow, Directors.

Directors Absent: Agnes Glass, John Radcliffe

For Management: Kevin Flannery, General Manager; Ronny Cabrera, Special Projects Manager; Gloria Robar, Mutual Assistant

Visitors: William Buck, Carol Emel, Sharon Moores

1. **Call to Order** – Mr. Bambach called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Bambach welcomed William Buck, Carol Emel and Sharon Moores to the meeting.
3. **General Manager’s Report** – Kevin Flannery, General Manager presented the General Manager’s Report for August 2012. All questions and comments were responded to by Mr. Flannery.
4. **Adoption of Agenda** – The agenda was approved as amended. 13. Next Meeting – Change August 16 to September 20, 2012.
5. **Approval of Minutes** – The minutes of July 19, 2012, were approved as amended – New Business...11. A. Delete “of the”, add “reporting to the” in Resolution #49.
6. **President’s Comments** – Mr. Bambach thanked Sharon Moores and the Social Committee for the success of the Ice Cream Bingo Night.
7. **Reports: Officers’/Committee Chairs** –
 - A. **Secretary’s Report – Agnes Glass** – Due to the absence of Agnes Glass

there was no report at this time.

(1) Unit Status Report – (Glass) – (attachment 1) – The status report was attached to the agenda packet.

B. Treasurer’s Report – Ann Graham –

(1) AR Status Report – Ms. Graham reviewed the July report, noting that there are two accounts seriously delinquent: #14-104 (Lowe) (Intent to File Lien) and #14-115 (Swanson) (Lien).

(2) Invoices – After discussion,

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

To approve the payment of listed invoices (under \$1,000) in the amount of \$3,160.16. It was also agreed Invoice #9 be redirected to the resident for payment and Invoice #25 charged to the painting contractor.

Resolution #50, 8/16/12

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

To approve the payment of \$45,540.00 to Clay Kenny Home Improvement, Invoice#: 547 – Invoice Date: 7/24/12 – For Project per Contract #14-125-12, Buildings #16 & #17.

Siding

Resolution #51, 8/16/12

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

To approve the payment of \$24, 354.00 to Palmer Brothers Painting & General Contracting, Inc – Invoice #: 78043 – Invoice Date: 6/14/12 – Preparation and painting of Bldg. #17 to include base price,

elevator

balconies and yellow

lobbies, carports and exterior siding to enclosed

striping for deck steps.

Resolution #52, 8/16/12

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

To approve the payment of \$4,400.00 to Palmer Brothers Painting & General Contracting, Inc – Invoice #: 78044 – Invoice Date:

6/14/12 –

#17 to

facias

For second coat of paint (per Proposal #32306) for Bldg. include the breezeways, balcony metal rails, posts, downspouts, and stairwell rails.

Resolution #53, 8/16/12

Upon motion duly made by Linda O'Neil, the Board agreed,

To approve the payment of \$5,500.00 to LWMC – Work Order #:355723 – For the installation of three (3) metal halide walk lights in the Central Park – Mutual 14.

Resolution #54, 8/16/12

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

To approve the payment of \$6,200.00 to H&H Concrete Construction, Inc – Invoice #: HH201254 – Invoice Date: 7/10/12 – For the hooking up of 6 downspouts, the installation of 4 catch basins with collars and installation of concrete collar at daylight end of Numbers 5-1 Vantage Hill Court. Installation of 150 4" Schedule 40 PVC pipe and approximately 125 linear

concrete
of pipe rear
linear feet of
feet 6"

Schedule 40 PVC pipe with 4 catch basins.

Resolution #55, 8/16/12

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

To approve the payment of \$550.00 to H&H Concrete Construction, Inc – Invoice #: HH201256 – Invoice Date: 7/10/12 – For the removal/replacement of ramp @ Bldg. #16.

Resolution #56, 8/16/12

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

To redirect the cost of the water damage clean up due to the kitchen sink backing up @ 15121 Glade Drive, #13-1G (Meredith) on

6/10/12
amount of \$868.01.

– as stated in Insurance Claim dated 8/1/12 in the

Resolution #57, 8/16/12

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

To approve the reimbursement in the amount of \$125.47 to Linda O'Neil, for purchase of plants, bulletin boards and fabric for bulletin boards used for the refurbishing of the Mutual 14 buildings.

the
apartment

Resolution #58, 8/16/12

At this point in time, based on the AR Status Report and discussion on delinquent accounts of the Mutual,

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

To approve the request of James Moores to proceed with the purchase of the John Swanson Estate Unit @ 3501 Forest Edge Drive, #14-3B, Account #14115.

Resolution #59, 8/16/12

- C. Property Maintenance Committee – Buck – Mr. Buck introduced Ronny Cabrera, Special Projects Manager, who provided an update of Mutual 14’s projects planned/in progress. An exterior inspection of the Mutual will be conducted by Mr. Cabrera’s department. Mr. Buck’s report included:

(1) Acceleration of Maintenance Projects– The planned projects for acceleration were reviewed.

(2) Lobby Renovation – After discussion,

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

To approve the funding of the renovation of the 2nd and 3rd floor lobbies of all of the apartment buildings not to exceed \$4,800.00 and funds to come from the Contingency Fund.

Resolution #60, 8/16/12

- (3) ABM – Schust – 15100 Glade Drive, #11-3A – Kitchen renovation.
(4) ABM – Stewart – 15127 Vantage Hill Road, #6B – Replacement of Windows and Sliders.

After discussion,

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

To approve, under one motion, the ABM submitted by Suzanne Schust @ 15100 Glade Drive, #11-3A – Kitchen Renovation and the ABM submitted by Dini Stewart for the installation of windows and sliders of the sunroom @ 15127 Vantage Hill Road, #6B.

Resolution #61, 8/16/12

- D. Advisory Committee – Agnes Glass - Due to the absence of Mrs. Glass, there is no report at this time.

- E. Landscape Committee – Moores – Sharon Moores’ report included:

(1) Crabgrass-a major issue-McFall/Berry will spray the area. (2) Trees at Golf Course-an arborist was hired to inspect all of the trees in Mutual 14 and the result of the inspection: 2 bad trees on the Golf Course and 2 other bad trees on the property. It was stated that should a tree fall, it would fall on the Golf Course, not on the homes. A proposal was signed by Mrs. Moores to

remove all 4 bad trees at a cost of \$1,275.00. (3) Central Park – dirt mounds were left at the time of the installation of the lights-Mr. Cabrera will have the Grounds Department remove the mounds.

F. Social Committee – Moores – Mrs. Moores’ stated that 109 residents attended the Ice Cream/Bingo Night (the largest turnout for any Mutual social) – a great success! Casino Night is being planned for October, the exact date will be published in the Grapevine.

8. Grapevine – Due to the absence of Beth Leanza, there was no report at this time, except that an article on recycling will be published in the current Grapevine.

9. LWCC Report – A copy of the LWCC Summary report is attached to the agenda packet at (attachment 2).

A. LWCC Advisory Committees:

(1) Education/Recreation Committee – Leanza – There was no report at this time.

(2) Emergency Preparedness Committee – Rabinow – (attachment 3).

(3) Restaurant Committee – Moores – Mr. Moores reported that the proposal to move the Cascade Room to the Stein Room and the

Stein

Room to the Chesapeake Room would require the use of one kitchen for all 3 restaurants, the use of the larger kitchen off the Maryland Room for its catering program had the full approval of the

more

Committee. However, the LWCC Board had requested that a comprehensive study be done by the Committee.

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

(5) Golf & Greens Committee – Graham – There was no report at this time.

10. Unfinished Business –

A. E-Rating Adjustment-PH Insulation – PPD has provided the necessary information regarding the Plaza Homes to the

Energy

Committee. An evaluation of the 25 Plaza Homes has been done-
determining what e-rating would have been applied and
dividing that amount of savings among the entire mutual. The savings will be
included in the 2013 Budget.

B. **#13-3F Complaint** – The complaint from Unit #13-2F referencing the
noise from Unit #13-3F has not yet been settled and Mr. Bambach
will be discussing the installation of additional carpeting in Unit
#13-3F.

11. **New Business** –

A. **2013 Budget – (attachment 5)** – Copies of the proposed 2013 Budget
were provided to the Board and reviewed by Mr. Bambach. He also
stated that he and Ann Graham would work together on the Budget
and present it to the Board at its September meeting.

B. **Proposal-Move Funds from Operations Fund to Contingency
Reserve**– Subject was not discussed at this time.

C. **EPAC Mutual Readiness Program – Rabinow** – Copies of the
program were provided to the Board. Subject will be placed on
the September agenda.

D. **Method-Reporting of Vacant Units** – It was stated that currently
lenders consider *vacant* units as *rental* units and when added to
units that do not have residents (considered vacant) *at this time*, it
inflates the total vacancies to an amount considered
unattractive in the marketing and lending status of the mutual.

Upon motion duly made by Richard Bambach, the Board agreed,

To approve changing the method used to report vacant units in
Mutual 14.

Resolution #62, 8/16/12

E. **Residents/Potential Residents – Pick Up Truck** – It was agreed that
Mr. Bambach would make the final determination whether to allow
the potential residents to move in with a pickup truck.

F. **Resale Unit Inspection – (attachment 6)** – After discussion, it was
agreed that the resale inspection is not necessary at this time.

12. **Open Forum** – Items from the Floor: (1) Bill Buck – Trees – Mr. Buck
expressed his concern about the possibility, even though remote, of trees

falling on residences. He was assured that the inspection of the trees had identified potential problems and they were being dealt with. (2) During the discussion Mr. Bambach left the room and Mrs. Rabinow presided over the final part of the meeting. (3) Several concerns were noted as discussion concluded: (a) Clutter in the “T” of Bldg. #15-2F and (b) the location of the keys to the elevator.

13. Next Meeting – Thursday, September 20, 2012 – 1:30 P.M. – Sullivan Room
14. Adjournment – The meeting adjourned at 4:15 P.M.

Richard Bambach, President