

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, May 16, 2013**

**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, May 16, 2013 at 1:30 P.M.**

**Directors Present: John Radcliffe, President; Linda O’Neil, Vice President; Agnes Glass, Secretary; Richard Bambach, Treasurer; James Moores, Barbara Palmer, Directors**

**For Management: Jolene King, Asst General Manager; Gloria Robar, Mutual Assistant**

**Visitors: William Buck, Betti Goodman, Shirley Martin, Kathy Viney**

- 1. Call to Order – Mr. Radcliffe called the meeting to order at 1:33 P.M.**
- 2. Welcome Visitors – Mr. Radcliffe welcomed William Buck, Betti Goodman, Shirley Martin and Kathy Viney to the meeting.**
- 3. General Manager’s Report – Jolene King, Asst General Manager, presented the General Manager’s Report for May 2013. All questions and comments were responded to by Mrs. King.**
- 4. Adoption of Agenda – The agenda was approved as amended. Add: Closed Session Meeting after regular meeting.**
- 5. Approval of Minutes – The minutes of April 18, 2013 were approved as presented.**
- 6. President’s Comments – Mr. Radcliffe stated that Jackie Rabinow has been readmitted to the Rehab Center. Ms. Rabinow suffered a serious fall a few weeks ago.**
- 7. Reports: Officers’/Committee Chairs –**
  - A. Secretary’s Report – Glass-**

**(1) Status Report – (attachment 1)– Copies of the report were provided to the Board and reviewed by Mrs. Glass.**

**B. Treasurer’s Report –**

**(1) Invoices – Copies of the List of Invoices under \$1,000 were provided to the Board and reviewed by Richard Bambach.**

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

**To approve the payment of the List of Invoices in the amount of \$4,648.84.**

**Resolution #7, 5/16/13**

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

**To approve the reimbursement of \$41.33 to Linda O’ Neil for the cost of tapes used for the labeling of decorative items in the lobbies of the apartment buildings by the Architectural Design Committee.**

**Resolution #8, 5/16/13**

**C. Property Maintenance Committee – Buck – Mr. Buck’s report included: (1) The PMC welcomed Hal Crisp as a member and as Building 13’s representative to the Committee. The PMC**

continues to

**look for a representative from Building 11. (2) RFP: Carpeting of the 1<sup>st</sup> floors only of Buildings # 16 & #17 – Contractor: Mid Atlantic Floors – After discussion,**

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

**To approve the Mid Atlantic Floor proposals to carpet the first floors of Building #16 (3510 Forest Edge Drive) and Building #17 (3511 Forest Edge Drive) at a cost of \$6,282.00 per building. Work is completed as dictated by the proposals submitted to the Board of Directors.**

(3511  
to be  
Mutual 14

**Resolution #9, 5/16/13**

**D. Advisory Committee – Glass – The next regular meeting of the Advisory Committee will be held on Wednesday, June 19, 2013.**

**E. Landscape Committee – Moores – Mrs. Moores’ report included: (1) letters were delivered to all units needing to have their areas cleaned up –allowing two weeks to respond and do the clean up. None compliance will result in Board action. (2) Park area – remove all bushes from area. (3) Drainage issue off Building #11. (4) Water**

ponding by Building #15. (5) Benches on the Boulevard (Trust Responsibility), by the sidewalk (Mutual Responsibility).

F. Social Committee – Moores – (1) Picnic – May 22, 2013. (2) Ice Cream Social scheduled for July.

8. Grapevine – Items for publication should be submitted as soon as possible.

9. Unfinished Business –

A. Delinquent Accounts: (1) #14-3B (Swanson) – Unit owned by Wells Fargo – Mutual owed \$22,000 – closed Estate. Attorney will find out if the Mutual is able to file a claim against the estate. (2) #13-1F (Lowe) - owes Mutual \$4,700 – (in foreclosure) – attempt to accelerate. (3) #14-1F (Sorkowitz) – Currently tenant is placing rental fees in escrow – it was suggested that a letter be sent to the tenant forward assistance for condo fee to the Mutual. Mr. Radcliffe will obtain legal this action.

B. Ad Hoc Rental Committee – Mr. Radcliffe requested help to work on the rental policy and rules, to develop an addendum to the rental policy of the Mutual. Barbara Palmer and Kathy Viney volunteered to serve on the Committee.

(1) M14 Rules & Rules Digest – Mr. Radcliffe had asked Kathy Viney to review the rules of the Mutual with the intent to consolidate the rules, policies and guideline into one document. Linda O’Neil has volunteered to work with Kathy Viney.

10. New Business –

A. Open Forum – Mr. Radcliffe reviewed Open Forum procedures – open discussion allowed prior to vote–3 minutes allowed per speaker- ½ hour maximum per topic. After discussion,

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

To adopt the Open Forum Policy, allowing open discussion prior to voting – 3 minutes allowed per speaker and ½ hour maximum topic.

Resolution #10, 5/16/13

B. New Projects – The inspection/evaluation of the buildings in Mutual 14 by a professional structural engineering service should be

considered and implemented prior to taking on any new projects.

C. **Shirley Martin – Response to Landscape Committee** – Subject of discussion – installation of a fence to deter deer from accessing Ms. Martin’s garden. It was agreed that Kathy Viney will order the fences and coordinate with Ms. Martin for the installation of the fences.

D. **June Retholtz – Response to Caretaker Issue** – Subject of discussion – Underage caretaker – Resident responded by sending proof of age of caretaker to the Board. Caretaker resides in unit during time resident is out of state. Mr. Radcliffe will send a letter to Ms. Retholtz.

11. **LWCC Advisory Committees** –

A. **Education/Recreation-Leanza-(attachment 2)** – Copies of the report were provided to the Board.

B. **Restaurant-Moores** – Progress.

12. **Open Forum – Items from the Floor:** (1) Cigarette butt issue improved. (2) Glade/Interlachen – Trees by Bldgs. #14 & #17, area used as bathroom. (3) Mice Issue. (4) PVC pipe connected with aluminum. (5) Volunteers necessary – Grapevine article. (6) Paint cracking and chipping-Bldg. #16. (7) Fence panel down by Villa Cortese.

13. **Next Meeting** – Thursday, June 20, 2013 – 1:30 P.M. – Sullivan Room

14. **Adjournment**– The meeting adjourned at 4:30 P.M.

---

John Radcliffe, President

---

Agnes Glass, Secretary