

**REGULAR MEETING  
BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 14  
Thursday, September 19, 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, September 19, 2013 at 1:30 P.M.

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

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

**Visitors:** William Buck, Betti Goodman, Gary Hunter, Ruth Hunter, Sharon Moores, Jackie Rabinow, Kathy Viney

1. **Call to Order** – Mr. Radcliffe called the meeting to order at 1:30 P.M.
2. **Welcome Visitors** – Mr. Radcliffe welcomed William Buck, Betti Goodman, Gary Hunter, Ruth Hunter, Sharon Moores, Jackie Rabinow and Kathy Viney to the meeting.
3. **General Manager’s Report** – Tim Coursen, Asst General Manager, presented the General Manager’s Report for September 2013. All questions and comments were responded to by Mr. Coursen.
4. **Adoption of Agenda** – The agenda was approved as presented.
5. **Approval of the Minutes** – The minutes of September 19, 2013 were approved as presented.
6. **President’s Comments** – Mr. Radcliffe’s comments included: A. **Facility Enhancement Plan (FEP)** – Mr. Radcliffe requested input from the Board regarding the Administration Building, the Restaurant and Fitness Center Projects. The input is to assist Mr. Radcliffe in the vote to be cast for the projects at the next LWCC Board of Director’s meeting.  
B. **Structural Evaluation**-The structural evaluation by McKenzie Engineering Services has been completed. Based on the report, Colin McKenzie has suggested some immediate adjustments be made. An estimated

cost of \$3,000 is required to proceed with the adjustments to include the shoring up of 10 balconies.

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

To approve the payment of \$3,000 to McKenzie Engineering Services to proceed with the necessary adjustments as stated in the structural evaluation report to include the shoring up of 10 balconies in the apartment buildings.

Resolution # 27, 9/19/13

A. Secretary's Report – Glass-

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

(2) 2 units listed and 1 with contract pending.

(3) Death- Nancy Dosch-#14-2E.

B. Treasurer's Report –

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

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

To approve the payment of the List of Invoices, dated 8-16-13 through 9-19-13, (under \$1,000), in the amount of \$2,727.92.

Resolution #28, 9/19/13

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

To approve the payment of the Insurance Claim-re:15111 Glade Drive, #12-3A (Schust)-Date of Incident: 7/1/13-Bathroom leak into unit below (2A). Amount of Claim: A&A-\$1,378.55, LWMC-\$452.98. Request reimbursement of \$1,831.53 (Per Maryland Condo Act) to Mutual 14 from Suzanne Schust.

Resolution #29, 9/19/13

Upon motion duly made by Barbara Martin, the Board agreed,

To approve payment of the balance due amount of \$5,600.00 to McKenzie Engineering Services, Proj. No. 2-1302-T-for consulting structural engineering services regarding the structural condition of (8) garden style condominium buildings. Inspections were conducted on 7/10/13, 7/11/13, and 7/18/13 and a Written Report was developed dated 8/7/13 documenting the structural condition of the buildings

Resolution #30, 9/19/13

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- C. Property Maintenance Committee – Buck – Mr. Buck’s report included: (1) the Committee has rejected the automatic door proposal. (2) 4 ramps have been painted. (3) Discussion prevention of icing on unpainted ramps. Mr. Radcliffe the issue.
- D. Advisory Committee – Glass – There was no report at this time.
- E. Landscape Committee – Moores – Mrs. Moores’ report included: (1) Wall project has been started in Central Park. (2) Weeping Cherry Memoriam by Ann Graham.
- F. Social Committee – Moores – Mrs. Moores’ report included: (1) Picnic will be held in area between the Moores’ and Gilmour’s units on September 24, 2013 at 6:00 P.M. (2) December event is in planning phase.
8. Grapevine – There was no discussion at this time.
9. Unfinished Business –
- A. Rules Revision-(attachment 2) – Copies of the revised rules were provided to the Board and reviewed by Kathy Viney. The final version of the revised rules will be made available to the Board prior meeting, and voted upon at that to the November meeting.
10. New Business –
- A. Meeting Change – Mr. Radcliffe brought up for discussion, consideration by the members to change the time and day of the regular Board meeting. The subject will be discussed at a later date.
- B. Government Affairs – Mr. Radcliffe stated that the Government Affairs Advisory Committee is looking for volunteers to serve on the Committee – Individuals should have background in law, government relations, legislation drafting and local state government.
11. LWCC Advisory Committees –
- A. Education/Recreation-Leanza – (attachment 3) – Copies of the report were provided to the Board.

B. **Restaurant-Moores** – Mr. Moores’ report included: (1) Dinner Dance on November 30, 2013 – 5:00 P.M. – 9:30 P.M. - \$35.00 per person/

**\$65.00 per couple. (2) Veteran’s Day Event-Ballroom in Clubhouse I.**

12. **Open Forum** – **Items from the Floor**: A. Use of Robo Call. B. Frozen shut off valves. C. Debris in trap in bathroom. D. Rules not enforced. E. Repair tiles in Bldg. #16. F. Best time to contact Mr. Radcliffe – 8:00 A.M. – 9:00 A.M.

13. **A Closed Meeting will take place upon the adjournment of the regular Board meeting.**

14. **Next Meeting** – Thursday, November 21, 2013 – 1:30 P.M. – Sullivan Room

15. **Adjournment** – The meeting adjourned at 3:25 P.M.

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**John Radcliffe, President**

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**Agnes Glass, Secretary**